



## **NATIONAL BOOK TRUST, INDIA**

Ministry of Human Resource Development  
Government of India

Nehru Bhawan, 5 Institutional Area,  
Vasant Kunj, Phase II, New Delhi – 110 070

### **NOTICE INVITING TENDER**

#### **Enlistment 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 and NCR for printing of NBT publications and miscellaneous jobs with paper. The empanelled printers shall 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 fulfilling the eligibility criteria and terms and conditions may send the sealed tender as prescribed in the tender document addressed to the Director, NBT latest by 29 January 2014 upto 2.00 p.m. The sealed tender shall be opened by a Technical Evaluation Committee on the same day at 3.00 p.m.



## राष्ट्रीय पुस्तक न्यास, भारत

मानव संसाधन विकास मंत्रालय, भारत सरकार  
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, वसंत कुंज, नई दिल्ली-110070

### कागज के साथ पुस्तकों के मुद्रण हेतु ऑफसेट प्रिंटर्स का भर्ती सूचीयन

राष्ट्रीय पुस्तक न्यास, भारत (नेशनल बुक ट्रस्ट, इंडिया - एनबीटी) पुस्तक प्रोन्नयन गतिविधियों के लिए कार्यरत, मानव संसाधन विकास मंत्रालय, भारत सरकार का एक शीर्ष निकाय, एनबीटी प्रकाशनों एवं विविध कार्य हेतु, दिल्ली एवं एनसीआर में अवस्थित वैसे ऑफसेट प्रिंटर्स के सूचीयन का इच्छुक है, जिसके पास अत्याधुनिक सुविधाओं एवं व्यावसायिक विशेषज्ञता के साथ प्रेस-पूर्व, मुद्रण एवं मुद्रणोपरांत कार्य करने की सुविधा हो, साथ ही जिनके पास कागज की भी सुविधा हो। सूचीबद्ध प्रिंटर्स दी गई निर्धारित समयावधि में पुस्तकों के मुद्रण हेतु जिम्मेवार होंगे। अपेक्षित गुणवत्ता की एवं मात्रा में जिन कागजों का पाठ, कवर एवं चित्रों के मुद्रण हेतु उपयोग किया जाएगा, उनके प्रबंध का कार्य प्रिंटर्स करेंगे।

निविदा संबंधी विस्तृत नियम एवं शर्तों को एनबीटी के वेबसाइट [www.nbtindia.gov.in](http://www.nbtindia.gov.in) से डाउनलोड किया जा सकता है। योग्यता-मानदंड और नियम एवं शर्तों को पूरा करने वाले इच्छुक मुद्रक निविदा-दस्तावेज में निर्धारित रूप में मुहरबंद निविदा, निदेशक, एनबीटी के नाम, अधिकतम 29 जनवरी, 2014 के अपराह्न 2.00 बजे तक भेज सकते हैं। मुहरबंद निविदाएं उसी दिन अपराह्न 3.00 बजे एक टेक्निकल इवैल्यूएशन कमिटी द्वारा खोली जाएंगी।

## 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 : Blank proforma to fill in the rates for printing.
- iv) Annexure – C : Blank proforma to fill in the rates for paper.
- v) Annexure – D : Format of Letter offering schedule of rates to the printers.
- vi) Annexure – E : Format of Letter confirming acceptance of rates offered by  
NBT.
- vii) Annexure – F : Agreement Form

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

Signature of Authorised Singnatory  
Name, Address & Stamp

Cost of Tender Form: Rs. 2,000/-

**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  
E-mail: [nbtindia@nbtindia.org.in](mailto:nbtindia@nbtindia.org.in)  
Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in)

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

Last date for submission of Tender **29 January 2014** by **2.00 p.m.**  
Opening of Tender **29 January 2014** at **3.00 p.m.**

**TENDER: TERMS AND CONDITIONS**

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 and NCR for printing of NBT publication and miscellaneous jobs like Catalogues, Bulletins, Publicity material, etc. with paper within the given time schedule. Printers are supposed to print and supply the books and other jobs within a period of 30 to 60 days from the date of assignment of job. Certain jobs are required to be printed on priority basis working round the clock. NBT also gets bulk orders for supply of books from agents, distributors and government institutions with short deadline for supply of books. The empanelled 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.

**A. SCOPE OF WORK**

1. NBT publishes tentatively 700-1000 books in English, Hindi and other regional languages 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") and 20"x26"/8 (6¼"x9½") with print run of 1100, 2100, 3100 and 5100 copies. Print run of books against orders vary order to order and could be between 1100 copies to 10,100 copies or more. Paper of size 20"x30"/130 GSM matt art paper, 23"x36"/130 GSM matt art paper, 23"x36"/70,80,90 GSM Maplitho, 26"x34"/80 GSM Maplitho and 20"x26"/80 GSM Maplitho are used for the printing of text of books. Matt 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 at NBT office, Vasant Kunj. Printers shall procure good quality paper and card as per the standard laid down by the NBT and Bureau of Indian Standard (BIS) given at s.no. 9 of tender form.

3. The panel of printers shall be valid initially for a period of one year which can be extended upto period of maximum of three years from the date of approval of panel by the Competent authority of NBT. The approved printing rates shall be valid for a period of three years and approved rates of paper shall be valid for a period of one year. Paper rates shall be revised after a period of one year by calling fresh quotations from the printers enlisted on the panel.

4. As specified earlier, the order for printing may vary in number of title, language and copies of the book may also vary ranging from 1100 to 50000 copies. The bulk orders are to be supplied within 30 to 60 days failing which the order is liable to be cancelled. The tentative figures of main bulk orders executed during the last two years are as under:

2011-12

- 32 Titles in Hindi & English x print run 1100 to 3100 copies.
- 81 Titles in Bangla x print run 3100 to 4100 copies
- 40 Titles in Hindi x print run 8000 to 11000 copies.
- 20 Titles in Hindi x print run 5100 copies.
- 122 Titles in Assamiya, English & Bangla, x print run 5100 to 36100 copies
- 196 Titles in Hindi x print run 5100 copies
- 35 Titles in Assamiya, English, Hindi & Bangla x print run 2100 to 5100 copies

2012-13

- 68 Titles in Hindi x print run 3100 to 5100 copies
- 6 Titles in Hindi x print run 3100 copies
- 65 Titles in English & Hindi x print run 2100 to 5100 copies.
- 58 Titles in Hindi x print run 2100 to 5100 copies.
- 140 Titles in English, Hindi & Urdu x print run 8100 copies.
- 61 Titles in English, Hindi & Urdu x print run 8100 copies.
- 94 Titles in English, Hindi x print run 10100 copies
- 45 Titles in Hindi & Urdu
- 76 Titles in Assamiya & Bangla x print run 6100 to 30100 copies
- 29 Titles in English x print run 5100 copies
- 22 Titles in English & Hindi x print run 5100 copies.

5. Payment to the printers shall be released within a period of 60-90 days from the date of receipt of pre-receipted bill in duplicate complete in all respect alongwith the signed delivery challans and other supporting documents. No advance 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.

6. 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 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 printed by the printer at his own cost.

**B. ELIGIBILITY CRITERIA**

1. The press should be in existence for at least 2-years (submit copy of supporting document).

2. Copy of PAN number issued by the Income-tax department (submit copy of supporting document).
3. The press should be registered with the local Municipal Body/Police Commissioner, etc. (submit copy of supporting document).
4. The printer should have average annual turn over of at least 2 crore during the last two financial years (copy of balance sheet may be provided).
5. The firm should be capable of undertaking the entire work and supplying the entire stock to the satisfaction of NBT. Preference would be given to the firms possessing ISO certification.
6. The printer should fulfil the following essential minimum criteria of machinery (from s.no. 1 to 12):

S.No.	Machines/equipment	Minimum Size	Number
1	Computers (DTP System)		2
2	Scanner		1
3	Computer to Plate (CTP)		1
4	Digital printing machine (proofing)		1
5	<b>Offset Printing machines</b>		
	4- colour (2000 or latest)	20X30	2
	2 – colour (1998 or latest)	26X34	1
	1 – colour (1998 or latest)	23X36	1
6	Folding machines		1
7	Section Sewing machine		1
8	Perfect Binding machine		1
9	3-Knife paper cutting machine		1
10	Thermal lamination machine		1
11	Shrink packing machine		1
12	Generator		1
			1
	<b>(Optional)</b>		
A	Image setter		
B	Gathering machine		
c	Flow Line machine with facility of gathering, stitching and 3 side trimmer		
d	Case making machine		
E	Hard case line machine		

### **C. TERMS AND CONDITIONS OF THE TENDER**

1. The Eligible printers may obtain the Tender Form from the Production section, National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Vasant Kunj, Phase-II, New Delhi 110 070 on any working day between 11.00 a.m. and 4.00 p.m. on payment of Rs.2000 by demand draft in favour of **National Book Trust, India** payable at **Delhi/New Delhi**. The tender form may also be downloaded from the website [www.nbtindia.gov.in](http://www.nbtindia.gov.in).

The other terms and conditions are given in the Tender Form. Tender complete in every respect may be submitted by 2.00 p.m. on 29 January 2014 and same will be opened at 3.00 p.m. on the same date.

2. The applicant printers are invited to provide the detail of establishment, printing machines, equipments and manpower in the prescribed application form (Annexure- A) for the enlistment of offset printers.

3. The applicant printers are supposed to submit the tender form in two parts:

**PART A—Technical Bid**

**PART B—Financial Bid**

**PART A--Technical Bid** shall be submitted in a sealed cover (first envelope) duly superscribed as **Technical Bid for the enlistment of offset printers for printing of book with paper 2014**. The Technical Bid shall consist of following:

- i) Tender: Terms and conditions: each and every page signed by the Printer along with the supporting documents.
- ii) Application Form (Annexure–A) duly filled-in alongwith the supporting documents.
- iii) A demand draft of Rs.50,000 in favour of **National Book Trust, India** payable at **Delhi/New Delhi** towards earnest money.
- iv) A demand draft of Rs.2,000 in favour of **National Book Trust, India**, payable at **Delhi/New Delhi** towards the cost of Tender Form, if the tender form has been downloaded from the website.
- v) Printed samples bearing print-line.

**PART B—Financial Bid** shall be submitted in a separate sealed cover (second envelop) duly superscribed as **Financial Bid for the enlistment of offset printers for printing of book with paper 2014**. The Financial Bid shall consist of following:

- i) The proforma of schedule of rates for offset printing. (Annexure-B) duly filled in.
- ii) The proforma of schedule of rates for paper (Annexure-C) duly filled in.

Both Technical and Financial Bid duly sealed individually should further be sealed in a separate cover (Third envelop) and superscribed as **Technical Bid and Financial Bid for the enlistment of offset printers for printing of books with paper 2014**.

4. Duly sealed tenders must be sent either under registered post or drop in Tender box available at reception on ground floor, Nehru Bhawan, National Book Trust, India, 5 Institution 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.

5. Tender Evaluation Committee (TEC) of the 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. Any immediate shortcoming noticed on the spot shall be informed. However, complete list of shortcomings shall be prepared after minute screening of documents. TEC will examine and evaluate each application to determine that the printer:

- i) qualify the minimum criteria laid down in respect of the machinery and equipments;
- ii) has signed each and every page of terms and conditions;
- iii) has signed each and every page of the application form (Annexure – A);
- iv) has enclosed demand draft for Rs.50,000 towards earnest money.
- iv) has enclosed Demand Draft towards cost of Tender, if the Tender Form downloaded from the NBT website;
- v) meets the required quality of printing as evidenced from printed samples; and
- vi) has attached all documentary evidence required in the application form.

6. On the basis of evaluation, a tentative list of those printers who fulfil the requirement shall be prepared. A team of technical officers will inspect the printing units to verify if the machines are in working order and will also verify the other details mentioned in the application form. Thereafter, a list of printers shall be finalised who qualify in the technical bid.

7. The financial bids of those printers shall be opened and considered who qualify in the technical bid. The financial bids will be opened at the appointed time and date in the presence of the printers or their authorized representatives who may wish to attend. The printers qualify in the technical bids shall be informed of the date and time of opening of financial bids. Financial bids of printers who do not qualify in the technical bid will be returned to them unopened by post.

8. TEC will prepare a comparative chart of the rates of paper, printing and related work offered by the printers. TEC will decide and finalise the rates for various items based on the comparative chart of rates quoted by the printers and the rates prevalent in the market. TEC will prepare its rate lists in the format similar to the format in which the bids were called for. These rates will be offered and allowed to the enlisted printers for the printing of books and miscellaneous jobs.

9. Printers shall ensure to use good quality paper and card as per the standard laid down by the NBT and Bureau of Indian Standard (BIS) given below:

BIS and Standard framed by NBT

<b>White Maplitho Paper 70,80 and 90 GSM Super printing paper 90 GSM</b>			
Standard framed by NBT	<b>Brightness</b>	<b>Minimum 80%</b>	
As per BIS Standard (IS 1848: 2007)	GSM	+ 2.5%	
	Opacity	80	
	One Minute Cobb Test	25 Maximum	
	Smoothness	Top	280 Maximum
		Bottom	280 Maximum
	Double Fold	MD	15 Minimum
		CD	10 Minimum
Tear Index	MD	3.5 Minimum	
	CD	4.0 Minimum	

<b>Matt Art Paper – 110 and 130 GSM and Matt Art Card – 250 GSM</b>		
Standard framed by NBT	<b>Brightness</b>	<b>Minimum 80%</b>
As per BIS Standard (IS 1848: 2007)	<b>Gloss</b>	<b>Maximum 50%</b>
	GSM	+ 2.5%
	Surface pH	5.5 – 8.0
	Wax Pick	More than 5 A
	Burst Index (Kpa.m <sup>2</sup> /g)	0.90 Minimum

<b>Gloss Art Paper – 130 GSM and Gloss Art Card – 250 GSM</b>		
Standard framed by NBT	<b>Brightness</b>	<b>Minimum 80%</b>
As per BIS Standard (IS 1848: 2007)	<b>Gloss</b>	<b>Minimum 60%</b>
	GSM	+ 2.5%
	Surface pH	5.5 – 8.0
	Wax Pick	More than 5 A
	Burst Index (Kpa.m <sup>2</sup> /g)	0.90 Minimum

<b>High Bulk Paper---NS and White—60 GSM</b>			
		NS	White
Standard framed by NBT	Substance(GSM)	Within 2.5% ±	Within 2.5% ±
	Bulk(cc/g)	1.75 ± 0.05	1.75 ± 0.05
	Burst Factor	13.0 ± 2	13.0 ± 2
	Opacity	Min 80	Min 80
	Brightness	Min 80	Min 80



10. Printers shall provide a full sheet of paper and card used for the job along with the mill wrapper having paper specifications along with the advance copies. NBT may go for the chemical testing of paper and card used by the printer, if need to. In case of variation in quality/specification, the complete stock of books shall be liable for rejection. In case of minor variations within the acceptable limit, NBT may consider to accept the stock after imposing appropriate penalties to be decided by the Director, National Book Trust, India.

11. NBT will offers its rates by a letter to the each printer qualifying in the financial bids, asking it to convey to NBT the unconditional acceptance, NBT will not consider any conditional acceptance of its offer, the format of the letter is at Annexure – D.

12. The printers accepting the NBT's rates will convey its acceptance through a letter, which shall be in the format given at Annexure–E alongwith the following documents. The security money will remain with the NBT till the printer exists on the panel of printers. No inteurest will be payable.

- i) Security money in shape of a demand draft 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 – F) duly signed and witnessed.

13. 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.

14. The printers who submit the security money and sign the contract agreement will be placed on the panel of offset printers.

15. 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.

16. 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 and accordingly any printer may withdraw their name from the panel after giving one month's notice at any time.

17. 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.

18. Incomplete, ambiguous and conditional tender and tenders not submitted in the prescribed manner or in the prescribed forms shall be rejected.

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

20. Secrecy of contract document

- a. The Contractor 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 Contractor. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
- b. The Contractor shall not without NBT's prior written consent make use of contract document or any information relating to this contract in any manner whatsoever.

21. Confidentiality of information

All data obtained by Contractor from NBT during and after completion of its obligations contained herein are confidential and should not be divulged by the Contractor or his employees and affiliates to any third party other than the NBT's personnel. This obligation of Contractor shall prevail even after termination of contract.

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

**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. TIN No. issued by Sale Tax Deptt. \_\_\_\_\_
17. Does any case pending under the Copyright Act? \_\_\_\_\_
18. Has printer been black listed by any government organization. \_\_\_\_\_

### **Machines and other equipments**

S	Machines/equipment	Complete detail of machine Size / year of make / company name	Number of machines
1	Computers (DTP System)		
2	Scanner		
3	Computer to Plate (CTP)		
4	Digital printing machine (proofing)		
5	Offset Printing machines		
	4- colour (2000 or latest)		
	2 – colour (1998 or latest)		
	1 – colour (1998 or latest)		
6	Folding machines		
7	Section Sewing machine		
8	Perfect Binding machine		
9	3-Knife paper cutting machine		
10	Thermal lamination machine		
11	Shrink packing machine		
12	Generator		
	<b>(Optional)</b>		
a	Image setter		
b	Gathering machine		
c	Flow Line machine with facility of gathering, stitching and 3 side trimmer		
d	Case making machine		
e	Hard case line machine		

	Other machines, if any		

19) **Additional information, if any**

Affix self attested  
Colour Photo of  
Authorised  
Signatory of Firm

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

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

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

Contact No. \_\_\_\_\_

**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) 1/4" extra would be allowed on all four sides of print area

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

	30"X40"/26"X40"	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)

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"x18"/13"x17"/10"x10"x15"/10"x13"
4. Cover of all sizes (including inside cover)

Upto 1000 copies	Additional Per 1000 copies upto 10,000	Additional Per 1000 copies above 10,000	Extra % for printing on Art Paper	Extra % for printing in 4-colour

**E] PRINTING OF POSTERS:** (Rate in Rs. Per colour)

	30"x40"/26"x40"	23"x36"/27"x34"/ 20"x30"	18"x23"/17"x27"/ 15"x20"	11-1/2"x18"/ 13-1/2"x17"/18"x15"
Rate upto 1000 copies				
Additional per 1000 copies				

- F] THERMAL LAMINATION: Gloss** – Rs. \_\_\_\_\_ per sq.inch      **Matt** – Rs. \_\_\_\_\_ per sq.inch  
**UV**      Rs. \_\_\_\_\_ per impression per side (upto 20 sq.inch)

**G] BINDING:**

	20"X30"/16vo (4-3/4"x7")	23"x36"/16vo (5-1/2"x8-1/2") Rs.	26"x34"/16vo (6"x8")	20"x26"/8vo (6-1/2"x9-1/2")	20"x30"/8vo (7-1/4"x9-1/2") Rs.	23"x36"/8vo (8-1/4"X11")
1. Centre Stitching: (Rate in Rs. Per 1000 copies)						
a. 16 pages forme (folding/gathering)						
b. 8 pages forme						
c. 4 pages forme						
d. Cover Creasing & Stitching						
2. Section Sewing: (Rate in Rs. Per 1000 copies)						
a. 16 pages form (folding/gathering/sewing)						
b. 8 pages forme						
c. 4 pages forme						
d. Pasting of Cover on perfect binding machine						
e. Hard bound						
i) Case Making per copy with cloth (in Rs.)						
ii) Case Making per copy without cloth (in Rs.)						
3. Perfect Binding: (including folding/gathering)						
a. Rates per copy upto 100 pages (in Rs.)						
b. Rates per copy per additional 16 /8/4 page form						

**H] 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. and above upto 9000 kg = **Rs.** \_\_\_\_\_ per vehicle

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

1. Upto 160 Pages = **Rs.** \_\_\_\_\_
2. Above 160 Pages = **Rs.** \_\_\_\_\_
3. Minimum Charges = **Rs.** \_\_\_\_\_

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) For miscellaneous jobs rates to be allowed on reasonable basis

## **ANNEXURE-C**

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

Printers shall ensure to use specified quality of paper and card as per the standard laid down by the NBT and Bureau of Indian Standard (BIS) given on the next page.

<b>Sno</b>	<b>Quality of paper</b>	<b>Basic rate per KG</b>	<b>VAT/ST any govt levi</b>	<b>Net rate per KG</b>
1.	White maplitho			
2.	Super printing paper			
3.	High bulk paper--white			
4.	High bulk paper— Natural Shade			
5.	Matt Art paper			
6.	Matt Art card			
7.	Gloss Art paper			
8.	Gloss Art card			

- While submitting the quotation, the basic rate/kg must be stated for each items separately and should be inclusive of education cess, excise duty, packing and any other expenses and cartage etc. The VAT and ST, if any, may also be stated clearly. The final Net rate/kg would be considered. The rates quoted in any other form shall not be considered.
- The paper rates approved by the Trust, finalised on the basis of the rates submitted by the printers would be applicable for a period of one year. No hike/revision of rates will be entertained during the validity period.
- In case of higher or lesser grammage of paper, rate of paper shall be calculated on the basis of per kg. rate.

**BIS and Standard framed by NBT****Annexure C (contd.)**

<b>White Maplitho Paper 70,80 and 90 GSM Super printing paper 90 GSM</b>				
<b>Standard framed by NBT</b>	Brightness	Minimum 80%		
	GSM	± 2.5%		
<b>As per BIS Standard (IS 1848: 2007)</b>	Opacity	80		
	One Minute Cobb Test	25 Maximum		
	Smoothness	Top	280 Maximum	
		Bottom	280 Maximum	
	Double Fold	MD	15 Minimum	
		CD	10 Minimum	
	Tear Index	MD	3.5 Minimum	
CD		4.0 Minimum		

<b>Matt Art Paper – 110 and 130 GSM and Matt Art Card – 250 GSM</b>		
<b>Standard framed by NBT</b>	Brightness	Minimum 80%
	Gloss	Maximum 50%
<b>As per BIS Standard (IS 1848: 2007)</b>	GSM	± 2.5%
	Surface pH	5.5 – 8.0
	Wax Pick	More than 5 A
	Burst Index (Kpa.m <sup>2</sup> /g)	0.90 Minimum

<b>Gloss Art Paper –130 GSM and Gloss Art Card – 250 GSM</b>		
<b>Standard framed by NBT</b>	Brightness	Minimum 80%
	Gloss	Minimum 60%
<b>As per BIS Standard (IS 1848: 2007)</b>	GSM	± 2.5%
	Surface pH	5.5 – 8.0
	Wax Pick	More than 5 A
	Burst Index (Kpa.m <sup>2</sup> /g)	0.90 Minimum

<b>High Bulk Paper---NS and White—60 GSM</b>			
		<b>NS</b>	<b>White</b>
<b>Standard framed by NBT</b>	Substance(GSM)	Within 2.5% ±	Within 2.5% ±
	Bulk(cc/g)	1.75 ± 0.05	1.75 ± 0.05
	Burst Factor	13.0 ± 2	13.0 ± 2
	Opacity	Min 80	Min 80
	Brightness	Min 80	Min 80



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 rates. Two copies of schedule of rates 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 the security money in the form of demand draft of Rs.1,00,000 in favour of **National Book Trust, India** payable at **Delhi/New Delhi**. Security money will remain with NBT till your press exists on the panel of NBT offset printer. No interest shall be payable.
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  
Nehru Bhawan  
5 Institutional Area  
Vasant Kunj, Phase II  
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. A crossed Demand Draft 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**  
**Agreement for the enlistment of Printers for printing of books 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 the NBT after having gone through the application submitted by the PRINTER and examining the PRINTER'S plant and machinery, considers the PRINTER to be capable of handling its printing (including binding) jobs, it is hereby agreed by and between the parties as stated on next pages 2-4:

Printer's signature

Signature on behalf of NBT

1. The terms and conditions of this agreement shall be applicable on 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 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 factors are number of machines with the printers and speedily 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 Vasant Kunj. The printer shall arrange the required quantity of paper/card on their own on priority to complete the job within the given time schedule.
5. 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 50,000 copies or more. The bulk orders are supposed to be completed within a period of 30 to 60 days depending on the requirement. The printer shall arrange the required quantity of paper/card on their own on priority to complete the job within the given time schedule.
6. 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 will be seriously viewed and the decision of the Director will be final.
7. 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. The decision of the Director, NBT shall be final.
8. 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. Only printing rates shall be applicable if paper is available and supplied by the NBT.

9. The NBT shall have the right to enter into the premises of enlisted printer at any time for inspection of the press 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.
10. Printer shall be responsible for all taxes, duties and license fee etc. on their own. Only VAT shall be paid by the NBT as admissible under the rule. Any excess claim by the printer shall be disallowed.
11. The PRINTER shall not assign or sublet the job or any part thereof without obtaining the permission of the NBT in writing.
12. 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.
13. 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 bill and other material.
14. Printers shall provide a full sheet of paper and card used for the job along with the mill wrapper having paper specifications along with the advance copies. NBT may go for the chemical testing of paper and card used by the printer, if need to. In case of variation in quality/specification, the complete stock of books shall be liable for rejection. In case of minor variations within the acceptable limit, NBT may consider to accept the stock after imposing appropriate penalties to be decided by the Director, National Book Trust, India.
15. 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.
16. Payment to the printers shall be released within a period of 60-90 days from the date of receipt of pre-receipted bill in duplicate complete in all respect alongwith the signed delivery challans and other supporting documents.
17. 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.
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 any query and the printer would be liable for the loss.

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, or impose suitable penalty (depending upon the nature of error) recoverable from printers' bills.
21. 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; or
    - (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.
    - (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) 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 accident, or for any other reason beyond the control of the PRINTER, the NBT may not impose any penalty on the PRINTER.
  - (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.
23. Enlisted printer may be removed from the panel of offset printer if :
  - (a) any printer is found keeping silence and not showing any interest in undertaking any work for a period of one year then his name will be automatically deleted from the panel of approved printers.
  - (b) if refuse or 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 somewhere else its machinery without prior intimation to the NBT.
  - (f) the printer disposes of machinery falling short to fulfill the minimum criteria of enlistment.
  - (g) the printer found violating the law.

24. This agreement can be terminated by either side by giving a notice in writing.

25. Any dispute or cause of action between the parties arising out of or touching upon any matter in this agreement shall be subject to the jurisdiction of the Delhi Courts alone.

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

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

**In the presence of :**

**In the presence of :**

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

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

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