



भारतीयप्रबन्धसंस्थान, लखनऊ

INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW  
Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. (India)  
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Website: [www.iiml.ac.in](http://www.iiml.ac.in)

**NIT No. IIML/PUR/PRINTING/26/2020-21**

**Date: 21/01/2021**

**E-Tender (Notice Inviting Tender)**

Indian Institute of Management, Lucknow, an autonomous body, setup by the Ministry of Human Resources Development, Government of India invites bids from reputed firms / agencies in two-bid system (Technical and Financial) in prescribed format for Annual Rate Contract for printing work for IIM Lucknow. The details are as under:

<b>IMPORTANT DATES</b>	
Last date and time for submission of tender	12 <sup>th</sup> February 2021 upto 03:00 PM
Pre-bid meeting	11: 00 AM on 29/01/2021
Date and time for Opening of technical bid	15 <sup>th</sup> February 2020 at 03:00 PM
Venue for opening of Technical and Financial bids	Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013 (U.P.)
Date of opening of financial bids will be updated on CPP portal. No separate communication will be sent. Financial bid of technically qualified bidders will be opened.	

Bids are invited for printing work for Indian Institute of Management, Lucknow. A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in> and on institute website [www.iiml.ac.in](http://www.iiml.ac.in). Interested Firms /Agencies/Dealers/ Vendors are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of technical and financial bid. The technical bid in pdf and financial bid in excel duly filled in may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in> using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed below shall be uploaded online.

**IMPORTANT INSTRUCTIONS FOR BIDDERS**

1. The details of terms and conditions are being given at part 1 and part 2 (Financial).
2. The technical specification of printing work can be seen in the BoQ / Financial Bid.
3. Bidders who has download the tender document from the website shall not tamper/modify the tender document including downloaded financial bid template in any manner. If the same is found to be tampered/modified in any manner, tender will be rejected and EMD would be forfeited. The bidder may be black-listed / debarred.
4. Amendments to Bidding Documents: At any time prior to the deadline for submission of Bids, the IIM Lucknow may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Addendum / Corrigendum, if any will be uploaded on <http://eprocure.gov.in> Prospective bidders are advised to check the same before submission of bids.
5. All pages of the Bid should be stamped and signed by the bidder.
6. A Bidder, who gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

7. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
8. All filled bids are to be uploaded on the above website on or before last date & time of submission of bids. Manual bids shall not be accepted.
9. IIM Lucknow reserves the right to reject any of the offer without assigning any reasons thereof. You may seek clarification during the pre-bid meeting.
10. Bidders are required to deposit an amount of Rs. 50,000/- (Rupees Fifty Thousand only) towards Earnest Money Deposit (EMD) to below mentioned bank account of Institute on or before the last date & time mentioned above. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at appropriate place.

<b>Bank Account No.</b>	<b>07231450000294</b>
<b>IFSC Code</b>	<b>HDFC0000723</b>
<b>Name of Bank &amp; Type of Account</b>	<b>HDFC/Savings</b>

However, bidders registered with NISC / MSME for similar services are exempted from deposit of EMD. Those who are exempted from deposit of EMD shall upload the valid certificate in this regard.

**Note: The bidders who have submitted Tender Fee and EMD against our NIT No. IIML/PUR/PRINTING/23/2020-21 dated 16/12/2020, are not required to deposit the Tender Fee and EMD again. The bidder is required to fill the details of Tender Fee and EMD deposited earlier (against the above cancelled NIT) and upload the screen-shot (proof of deposit)**

## **PART-I**

**CONSIGNEE:** Indian Institute of Management Lucknow (IIML), Prabandh Nagar, IIM Road, Lucknow-226013

**PERIOD OF CONTRACT:** Initially the contract will be awarded to the successful bidder for a period of one year, which may be extended on year to year basis & on mutual consent for another 2 years, subject to satisfactory performance of the firm.

**SCOPE OF WORK:** The successful bidder will be entered into the Annual Rate Contract with the Institute for designing, printing and supply of the requisite items for the period of the contract. The successful bidder may also supply the material to the IIML Noida Campus without any extra cost, if required by the Institute. The sole purpose of this ARC is to get the quality work done at a very short notice.

**ELIGIBILITY CRITERIA:** The bidder should have following qualifications for bidding:

- a. The bidder should be a registered firm / agency and shall have valid PAN and GST registration (please upload copy of GST & PAN).
- b. Shall have minimum average annual turnover Rs. 10.00 lakhs during the last three years [2016-17, 2017-18, 2018-19, 2019-20 – any three years] (please upload a Balance Sheet/CA Certificate.)
- c. Shall have 3 years' experience providing printing services (printing of letter heads, visiting cards, exam copies, binding, brochures etc.) to Govt. Deptt./PSU./Institution/Organization of repute. (Upload at least one work order issued 3 years prior to date of publication of this tender and one work order of your active (present) client.
- d. Shall have carried similar work contracts / works/ARCs in last 3 years (from date publication of this NIT) – As far as value of contracts/ ARCs are concerned, they shall meet any one of the following conditions:
  - (i) One contract / ARC with annual (from starting of the contract/ARC) billing of Rs.8.00 Lakh  
OR
  - (ii) Two contracts / ARCs with annual (from starting of the contract/ARC) billing of Rs. 6.00 Lakh each.  
OR
  - (iii) Three contracts / ARCs with annual (from starting of the contract / ARC) billing of Rs. 4.00 Lakh each.  
(upload work orders with clear mention of value or annual billing certificate/ letter from bidder's client)
- e. The bidder shall not have blacklisted by any Ministry/Department of the Govt. of India or PSU or any other organization. Further the bidder should have never been debarred by IIM Lucknow from taking part in the Tendering Process or the Bidder's contract has not been terminated by IIM Lucknow on account of poor services in last 3 years. (please upload a self-declaration as per Annexure-B.)
- f. The bidder shall upload the proof of submission of Earnest money deposit of Rs. 50,000/- (Rupees Fifty Thousand only) to Indian Institute of Management, Lucknow from any nationalized bank. In case of exemption, valid certificate to be uploaded.

## **DISQUALIFICATION**

The proposal is liable to be disqualified in the following cases:

1. Proposal not submitted in accordance with this document
2. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
3. Proposal is received in incomplete format.
4. Proposal is not accompanied by all requisite documents.
5. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
6. EMD details or NISC/ MSME Certificate not submitted.
7. Incomplete Financial Bid (any rates not filled).
8. Financial Bid Format is attached with this Bid just for the information about the format in which separate financial bid (in excel format) is available on CPP Portal which is required to be duly filled in and submitted separately in the Standard format of CPP Portal. Bidders are required to fill the Specific Financial bid separately given at CPP portal. The Financial bid attached along with this technical bid must not be filled by the bidder. In case the filled in attached financial bid is found along with this technical bid then the bid of such Bidder shall be straightaway rejected.

## **EVALUATION & AWARD OF CONTRACT -**

Contract shall be awarded to the firm offering the lowest rate for maximum number of items. If required by the Institute, the firm (L-1) has to submit samples of the items, which shall be as per the quality mentioned in tender notice and which will be supplied during the contract period, to Purchase Section of the Institute.

In case more than bidders offer the lowest rates on equal number of items, all the bidders will be awarded the contract for respective items.

## **II - TERMS AND CONDITIONS**

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The contract period may be extended on year to year basis & on mutual consent for a maximum period of 3 (Three) years including the initial one year contract, subject to satisfactory performance of the firm.
2. Termination of contract: Either party can terminate the contract with an advance notice of three months. However, if the performance of contractor (successful bidder) is not found to be successful, IIM Lucknow (the Institute) may terminate the contract without any notice.
3. The Annual Rate Contract awarded as a result of this NIT will be in the nature of a Standing offer. Actual Supply Order shall be made from time to time against the work order issued by the Purchase Section. No increase in ARC rates will be entertained.
4. The Institute does not guarantee any minimum business against this ARC. The work will be awarded as per actual requirement of the Institute. Based on the expenditure incurred during the last few years, contract value for the proposed Rate Contract is expected to be around Rs. 10.00 lakhs per annum.
5. IIML reserves the right to conclude parallel Rate Contracts with one more suppliers and place Orders on such firm that may be the most economical to it or suitable to its requirements.

6. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the IIM Lucknow has reserve the right to terminated the contract and forfeit the EMD/Performance Securities of such Firm.
7. All disputes arising out of or in any way connected with the agreement shall be referred to the Director Indian Institute of Management, Lucknow” and the decision of Director will be final and binding. However, any existence dispute arising out this Contract will be full under the Jurisdiction of Courts of Lucknow District only.
8. Delivery period: Within 15 days or as stipulated in the Supply Order.
9. Payment terms: 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
10. Dispatch Instructions: Goods/Articles are required to be delivered at IIML premises or IIML Noida premises on free of cost. No delivery charges will be paid.
11. Institute will not pay separately for transit insurance and the supplier will be responsible till the entire goods/articles received in good condition at the Site (IIM Lucknow/ IIML Noida).
12. Rates should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under in any circumstances. Rates should be quoted for the specific brands, where the brand name is specified and the rates must not be more than MRP.
13. Terms & Conditions as set in this Tender Document shall have to be complied with by the bidder. Offers not complying with such terms & conditions may be ignored/rejected at the discretion of the Institute.
14. **PERFORMANCE SECURITY:** Successful bidder shall be required to furnish a Performance Security of Rs. 1,00,000/- (Rupees One lakh only) in form of Demand Draft in favour of ‘Indian Institute of Management Lucknow’ payable at Lucknow. The Performance security will be released after 60 days of the successful completion of the contract period without any interest.
15. IIML reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
16. The contractor shall guarantee that the goods, articles sold and supplied to the IIM Lucknow under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the NIT. The date of manufacturing of the items supplied will not be more than 6 (six months) old.
17. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified by the Institute/ updated on eProcurement portal.
18. Duties & Taxes -Tenderers should quote their rates without GST.
19. Bids should be valid for a minimum period of One Hundred Twenty Days (120) days after opening of the bid.
20. All communications will be through Email. Bidders are required to mention their email id clearly in the technical bid.
21. Forfeiture of EMD/ Security Deposit and blacklisting / debarment of the bidder: At any point of time (before the award of contract or after the award of contract), it is found that the bidder has submitted wrong/ false information or misrepresented the facts, the Institute will be at liberty to forfeit the EMD / Security Deposit of such bidders. Further, in such cases, the bidder may also be blacklisted / debarred by the Institute for participation in the future tenders.

22. **Penalty:**

- (i)** In case the work carried out/ supplied by the successful bidder is not as per the specifications mentioned in the Purchase Order, the entire material will be rejected and the successful bidder will be responsible for supply of material as per specs mentioned in PO within 5 days, failing which the Institute will be at liberty to get the work done / get the supply from other vendor(s), at RISK & COST of successful bidder. Additionally, the Institute may impose penalty of Rs.1000/- every such instance.
- (ii)** In case of delay in supply of the ordered material, a penalty at rate of 0.5% per week (maximum 10%) may be imposed on the successful bidder. However, if the requirement is of urgent nature, the Institute may instruct the contractor to supply the material strictly within the period mentioned in the PO and in case of delay in such cases, the Institute may arrange supply from other vendor (s) at the RISK & COST of the successful bidder and may also impose a penalty of Rs.1000/- (Rupees One Thousand only) or 0.5% of work order value per day, whichever is higher'.
- (iii)** In case of the contractor make it a practice of making delayed supply, supply of inferior quality products, etc, the Institute may terminate the contract after issuing warning to the contractor.

23. Force Majeure: Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements. The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days notice.

Date .....

Signatures of the bidder with seal

**TECHNIAL BID****INFORMATION TO BE FURNISHED BY THE BIDDER**

1.	Name of the Supplier/ Organization/Stationers.	:	
2.	Address	:	
3.	Contact Phone number/s: Mobile :	:	
4.	Year of Establishment	:	
5.	GSTIN (attach self-attested copy)		No. ....
6.	PAN No. (attach self-attested copy)		No. ....
6.	Have you enclosed details of your clients in Annexure-A with necessary work orders/ contracts/ agreements/ certificates (Yes / No)	:	Yes / No. Mention Page No. _____
7.	Year of Establishment	:	
8.	Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard.	:	(Mention Turn over for any 3 Financial years) (a) 2016 - 17: Rs. _____ (b) 2017 - 18: Rs. _____ (c) 2018 - 19: Rs. _____ (d) 2019 - 20 : Rs. _____
9	Have you ever been blacklisted by any Ministry/Department of the Govt. of India or PSU or any other organization		Yes / No If 'No', please upload a declaration on letter head as per Annexure-B
10.	Details of EMD or Registration with NSIC/ MSME for similar services (Please upload the screen shot of the transaction or valid NISC/ MSME certificate)		EMD Amount : Rs. _____ UTR No. _____ Date of Transaction: _____ OR MSME / NISC Certificate No. _____ Valid up to: _____

It is certified that all above information's are correct to the best of my/ our information, knowledge and belief. I hereby declare that all the terms & conditions mentioned in the NIT are understood by the undersigned and are acceptable to the undersigned.

Place.....

Name Signature &amp; Seal of the Bidder

Date: .....

**(DETAILS OF CLIENTS OF THE BIDDER. TO BE FILLED BY THE BIDDER WITH SUPPORTING DOCUMENTS)**

<b>S. NO.</b>	<b>Name of the Client for printing or similar services of the Bidder with Address / contact number</b>	<b>Contract from</b>	<b>Contract upto</b>	<b>Annual Value of the contract in Rupees (enclose supporting document)</b>	<b>Copy of work order/ completion certificate/ agreement is uploaded at page no.</b>
01					Page No. _____
02					Page No. _____
03					Page No. _____
04					Page No. _____

It is certified that all above information's are correct to the best of my/ our information, knowledge and belief. It is also understood that the above information may be verified by the IIM Lucknow.

Place.....

Name Signature & Seal of the Bidder

Date: .....

**UNDERTAKING BY THE BIDDER**

1. I/We have carefully gone through various terms and conditions listed above for providing of cafeteria services at IIM Lucknow campus. I/We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking.
2. I/We am/are not involved/engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question. If found that I/We (Bidder) am/are directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question, the Institute will reject our proposal for award of contract for providing cafeteria services at IIM Lucknow campus.
3. Further I/We have never been debarred by IIM Lucknow from taking part in the Bidding process or my/our (bidder's) contract has never been terminated by IIM Lucknow on account of poor services in last 3 years.
4. Further, it is undertaken by the undersigned that I/We have never been blacklisted by any Government body/organization.

Date:

Place:

Signature of the Tenderer

Name:

Designation:

Office Seal:

**PART - II****FINANCIAL BID FORMAT FOR REFERENCE**

<b>List of Printing Stationery items</b>				
<b>Sl. No.</b>	<b>Item</b>	<b>Size</b>	<b>Unit</b>	<b>Offered rate (Rs)</b>
	<b>Ballarpur paper or equivalent</b>			
1	Paper 70 gsm	A/4	per leaf	
2	Paper 70 gsm	5.5" x 8"	per leaf	
3	Paper 70 gsm	7" x 10"	per leaf	
4	Paper 80 gsm	A/4	per leaf	
5	Paper 80 gsm	5.5" x 8"	per leaf	
6	Paper 80 gsm	7" x 10"	per leaf	
7	Paper 90 gsm	A/4	per leaf	
8	Paper 90 gsm	5.5" x 8"	per leaf	
9	Paper 90 gsm	7" x 10"	per leaf	
10	Paper 100 gsm	A/4	per leaf	
11	Paper 100 gsm	5.5" x 8"	per leaf	
12	Paper 100 gsm	7" x 10"	per leaf	
13	Paper 100 gsm	22 x 29.7 cm	per leaf	
	<b>Indian Art Paper (Brand : semmarmards/ equivalent)</b>			
1	Paper 100 gsm	A/4	per leaf	
2	Paper 100 gsm	5.5" x 8"	per leaf	
3	Paper 100 gsm	7" x 10"	per leaf	
4	Paper 120 gsm	A/4	per leaf	
5	Paper 120 gsm	5.5" x 8"	per leaf	
6	Paper 120 gsm	7" x 10"	per leaf	
7	Paper 130 gsm	A/4	per leaf	
8	Paper 130 gsm	5.5" x 8"	per leaf	
9	Paper 130 gsm	7" x 10"	per leaf	
	<b>Imported Art Paper (Brand : Magnostar/ equivalent)</b>			
1	Paper 100 gsm	A/4	per leaf	
2	Paper 100 gsm	5.5" x 8"	per leaf	
3	Paper 100 gsm	7" x 10"	per leaf	
4	Paper 120 gsm	A/4	per leaf	
5	Paper 120 gsm	5.5" x 8"	per leaf	
6	Paper 120 gsm	7" x 10"	per leaf	
7	Paper 130 gsm	A/4	per leaf	
8	Paper 130 gsm	5.5" x 8"	per leaf	
9	Paper 130 gsm	7" x 10"	per leaf	
	<b>Indian Art paper (Brand : semmarmards/ equivalent)</b>			
1	Card 220 gsm	22" x 28"	per gross	
2	Card 250 gsm	22" x 28"	per gross	
3	Card 300 gsm	22" x 28"	per gross	

4	Card 350 gsm	22" x 28"	per gross	
	<b>Imported Art Card (Brand : Magnostar/ equivalent)</b>			
1	Card 220 gsm	22" x 28"	per gross	
2	Card 250 gsm	22" x 28"	per gross	
3	Card 300 gsm	22" x 28"	per gross	
4	Card 350 gsm	22" x 28"	per gross	
	<b>Composing, Processing and Printing</b>			
1	A/4	per page		
2	5.5" x 8"	per page		
3	7" x 10"	per page		
4	Second colour page printing: 4 pages set or part thereof	per colour		
5	Three colour printing	per three colour		
6	4 colour printing 4 page set or part thereof	per four colour set		
7	Scanning 4 colours	per sq. inch		
8	Planning & Art Work	per photograph		
9	Designing with commercial Artist Dumpy& final proof text with cover colour proof	per job (per page)		
10	Lamination	per sq. inch		
11	Binding (Normal)	each copy		
12	Full ground printing per colour	per 1000		
13	Cover printing – 4 colours	per colour		
14	Cover printing per colour	per colour		
15	Plate Making Single Color	Per job		
16	Plate Making Four Color	Per job		

	<b>Visiting Card</b>			
1	Visiting Cards five / six colour (Victoria Special) single side (single printing) on Imported Card Sheet	per 100		
2	Visiting Cards five / six colour (Victoria Special) single side (single printing) on Card Sheet 300 GSM	per 100		
3	Visiting Cards five colour (Victoria Special) double side (screen printing) on Imported Card Sheet	per 100		
4	Visiting Cards five colour (Victoria Special) double side (screen printing) on Card Sheet 300 GSM	per 100		
	<b>Letter Heads</b>			
5	<b>Letter Head (Size : A4)</b>			
6	Letter Pad A/4 Imported paper (21.5 cm x 29.7 cm) Five colour (screen printing)	per pad (100 sheet)		

7	Letter Pad A/4 Executive Bond (100 gsm) (21.5 cm x 29.7 cm) single colour (screen printing)	per pad (100 sheet)		
8	Letter Pad A/4 Executive Bond (100 gsm) (21.5 cm x 29.7 cm) single colour (offset printing)	per pad (100 sheet)		
9	Letter Pad A/4 Executive Bond (100 gsm) (21.5 cm x 29.7 cm) double colour (screen printing)	per pad (100 sheet)		
10	Letter Pad A/4 Executive Bond (100 gsm) (21.5 cm x 29.7 cm) double colour (offset printing)	per pad (100 sheet)		
11	Letter pad A/4 Executive Bond (100 gsm) five colour (screen printing) (21.5 cm x 29.7 cm)	per pad (100 sheet)		
	<b>Letter Head (Size : A6)</b>			
12	Letter Pad A/6 size single colour (JK Bond/equivalent 80gsm)	per pad (100 sheet)		
13	Letter Pad A/6 size Imported paper 5 colour (screen printing)	per pad (100 sheet)		
14	Letter Pad A/6 size Executive Bond 5 colour (screen printing)	per pad (100 sheet)		
	<b>Letter Head (Size : 5.5" x 8")</b>			
15	Letter Pad 5.5" x 8" single colour (JK Bond/equivalent 80gsm)	per pad (100 sheet)		
16	Letter Pad 5.5" x 8" Imported paper 5 colour (screen printing)	per pad (100 sheet)		
17	Letter Pad 5.5" x 8" Executive Bond 5 colour (screen printing)	per pad (100 sheet)		
	<b>MDP Brochures</b>			
18	MDP Brochure in two colours (250 gsm art card)	per 500		
19	MDP Brochure in two colours (250 gsm art card)	per 1000		
20	MDP Brochure in two colours (250 gsm art card)	per 1000 (rate for above 1000)		
21	MDP Brochure Four Color printing on Art Card of 250 GSM	per 500		
22	MDP Brochure Four Color printing on Art Card of 250 GSM	per 1000		
23	MDP Brochure Four Color printing on Art Card of 250 GSM	per 1000 (rate for above 1000)		
24	Nomination form single color single side printing size 6.5"x9.4" on 100 GSM lucky parchment Paper	per 500		
25	Nomination form single color single side printing size 6.5"x9.4" on 100 GSM lucky parchment Paper	per 1000		
26	Nomination form single color single side printing size 6.5"x9.4" on 100 GSM lucky parchment Paper	per 1000 (rate for above 1000)		

27	Nomination form single color double side printing size 6.5"x9.4" on 100 GSM lucky parchment Paper	per 500		
28	Nomination form single color double side printing size 6.5"x9.4" on 100 GSM lucky parchment Paper	per 1000		
29	Nomination form single color double side printing size 6.5"x9.4" on 100 GSM lucky parchment Paper	per 1000 (rate for above 1000)		
30	Envelopes for MDP Brochure in one colour – 80 gsm Maplitho JK SHB Size 7.5 x 10.5	per 500		
31	Envelopes for MDP Brochure in one colour – 80 gsm Maplitho JK SHB Size 7.5 x 10.5	per 1000		
32	Envelopes for MDP Brochure in single colour – 80 gsm Maplitho JK SHB Size 7.5 x 10.5	per 1000 (rate for above 1000)		
33	Envelopes for MDP Brochure in one colour – 100 gsm Maplitho JK SHB Size 7.5 x 10.5	per 500		
34	Envelopes for MDP Brochure in one colour – 100 gsm Maplitho JK SHB Size 7.5 x 10.5	per 1000		
35	Envelopes for MDP Brochure in single colour – 100 gsm Maplitho JK SHB Size 7.5 x 10.5	per 1000 (rate for above 1000)		
36	Envelopes for MDP Brochure in single colour - 120 GSM Maplitho JK SHB Size : 11"x 8"	per 500		
37	Envelopes for MDP Brochure in single colour - 120 GSM Maplitho JK SHB Size : 11"x 8"	per 1000		
38	Envelopes for MDP Brochure in single colour - 120 GSM Maplitho JK SHB Size : 11"x 8"	per 1000 (rate for above 1000)		
<b>PGP Brochure</b>				
39	PGP Brochure in 4 color (250gsm art card)	per 1000 (rate for above 1000)		
<b>Covering Letter in Brochure</b>				
40	Covering Letter in one colour/A-4 printing both side JK Bond 80 gsm	per 500		
41	Covering Letter in one colour/A-4 printing both side JK Bond 80 gsm	per 1000		
42	Covering Letter in one colour/A-4 printing both side JK Bond 80 gsm	per 1000 (rate for above 1000)		
43	Covering Letter in two colours/A-4 printing both side JK Bond 80 gsm	per 500		
44	Covering Letter in two colours/A-4 printing both side JK Bond 80 gsm	per 1000		
45	Covering Letter in two colours/A-4 printing both side JK Bond 80 gsm	per 1000 (rate for above 1000)		
<b>Guest Information Card</b>				
46	Guest Information Card Size : 6 cm x 9 cm in art card 300GSm single color one side	per 500		
47	Guest Information Card Size : 6 cm x 9 cm in art card 300GSm single color both side	per 500		
<b>Certificate</b>				

48	MDP Certificate (normal)in five/six colour ptg upto Size : 30cm x 30 cm, Art card 300GSM	per 40		
49	MDP Certificate (normal)in five/six colour ptg upto Size : 30cm x 30 cm, Art card 300GSM	per 100		
50	MDP Certificate (special) in five/six colour ptg upto Size : 30cm x 30 cm, Art card 300 GSM	per 40		
51	MDP Certificate (special) in five/six colour ptg upto Size : 30cm x 30 cm, Art card 300 GSM	per 100		
52	PGP Diploma certificate	Per 500		
<b>Certificate folder</b>				
53	MDP Certificate folder upto Size : 32cm x 32 cm good quality rexin gold hard bound	Each		
54	PGP Certificate folder upto Size : 32cm x 32 cm good quality rexin gold hard bound	each		
<b>Calendar</b>				
55	Table top calendar five / six color printing on ART CARD paper 150 GSM Size A3	Per hundred		
56	Table top calendar five / six color printing on ART CARD paper 300 GSM Size A3	Per hundred		
57	Four Color offset Printing of MDP Calendar with a) Outer Cover on 300 GSM imported paper with lamination. b) Matt Text- 100 GSM imported art paper. c) Spreadsheet on 225 GSM imported art paper. d) Photographs would be on four color or grey scale as per the requirement. e) Envelope for mailing.	Per hundred		
58	Calendar with offset four color printing hanging type of Size : 17"x 22", Leaf : 3 (THREE), Pages - SIX (APPX), wiro binding, 200 GSM Art Card including composing and designing	each		
59	PGP Calendar printing	each		
60	Greeting Card offset ptg. With envelope	each		
61	Diaries, pocket size (eagle brand)	each		
62	Diaries Medium size (eagle brand)	each		
63	PGP Diary printing with cover	per copy		
	Good Quality Rexine Binding with Corner round cutting, Text printing B/W on 100 GSM Maplitho Paper Die Printing on Cover Size 3.5" x 5.5"	per copy		
65	Table planner	Per 100		
<b>Binding :</b>				
66	Binding of Library Books (1/2 leather & raxin cloth binding with 2.5 lbs card board corner also LB and gold letter with cross 10spette stitching cloth & sectional stitching with cloth tape)	each		
67	Binding of Library Books in Law book type binding	each		

68	Binding of PGP Course Material book/ Poly copies with Cover card of 350 GSM, imported Art Card and cover printing	each		
69	Perfect Binding upto 200 pages per book	each		
<b>Invitation Cards</b>				
70	Invitation Cards with Envelope for Convocation on 300 GSM Texture Sheet, Printing : Digital	Per 100		
Invitation Card - Size : 6.8 x 4.8 (04 pages)				
71	a. One side	each		
72	b. Both side	each		
73	c. 5 color-one side	each		
74	d. 5 Color- both side	each		
Invitation Cards 7" x 5" (Ivory) on 300 GSM Texture Sheet with Offset Printing				
75	a. One side	each		
76	b. Both side	each		
77	c. 5 color-one side	each		
78	d. 5 Color- both side	each		
Invitation Cards 7" x 5" (Ivory) Screen Printing				
79	a. One side	each		
80	b. Both side	each		
81	c. 5 color-one side	each		
82	d. 5 Color - both side	each		
Invitation Cards 8" x 5" (Ivory) Offset Printing				
83	a. One side	each		
84	b. Both side	each		
85	c. 5 color – one side	each		
86	d. 5 Color - both side	each		
Invitation Cards 8" x 5" (Ivory) Screen Printing				
87	a. One side	each		
88	b. Both side	each		
89	c. 5 color – one side	each		
90	d. 5 Color - both side	each		
Printing of Answer Sheet/reports/register/writing/scribbling Pad etc.				
91	Printing of Answer Sheet 24 pages	each		
92	Printing of Answer Sheet 20 pages	each		
93	Printing of Answer Sheet 16 pages	each		
94	Printing of Answer Sheet 12 pages	each		
95	Continuation Sheet 4 pages	each		
96	Project Report- in Black and White/four colour printing, Size : A4, Text Paper- 170 GSM Cover – 300 GSM Art Card with matt lamination around 100 pages	each		
97	Printing of Scribbling pad on 80 gsm map. Size 5 – ¼" x 8 – ¾"	pad sheets) (25		
98	Printing of Scribbling pad on 80 gsm map. Size 5 – ¼" x 8 – ¾"	per sheets) (100		

99	Printing of writing pad on 80 gsm paper both side A/4 size with ruling	pad (50 sheets)		
100	Spiral binding writing pad cover 4 colour printing on 80 gsm maplitho paper with ruling etc.	Per pad (50 sheets)		
101	Spiral binding writing pad cover 4 colour printing on 80 gsm maplitho paper with ruling etc.	Per pad (100 sheets)		
102	Guest House Register 200 pages (as per sample)	Register		
103	Guest House bill book (100 pages)	Each		
104	Daily Receipt book(DRB) 200 pages (as per sample)	Register		
105	Bus pass monthly (as per sample)	500 and above		
106	Bus pass daily (As per sample)	1000 and above		
107	Dak Despatch Register (200 pages) (as per sample)	Register		
108	LTC Register (200 pages) (as per sample)	Each page		
109	Student name tag with plastic cover	each		
110	student Identity card with lamination	per 100		
111	Student Identity Card on White PVC Cards (as per sample)	Per 100		
112	FPM/PGP poster (300 gsm)	Per sqr inch		
113	Guest card	per 100		
114	Log book (200 pages)	each		
115	Printing of medical form both side on 80 gsm paper A/4	pad (100 sheets)		
116	Local Conveyance form A/4 single side printing on 80 gsm paper	pad (100 sheets)		
117	Cheque and DD forwarding form single side ptg. A/4 size 80 gsm maplitho	pad (100 sheets)		
118	Receipt Book printing hard bound with numbering 5 - 1/2" x 8 - 3/4" on 100 gsm maplitho	book		
119	File cover printing both side printing on hard board with fita card sheet 34.5 Kg. M/c fold six (3 cm) cover round	each file 1000 file		
120	Accession Register Library	each		
121	Diploma Certificate	each		
122	Grade Sheet	each		
123	Card Sheets- Black/White/Pink/Green/Yellow/Blue Full, Size - A4, 180 GSM (Duplicate Name Tag)	each		
124	Card Sheets- Black/White/Pink/Green/Yellow/Blue Full, Size - A4, 300 GSM (HRM Class purpose)	each		
125	Chart Paper Black/White/Pink/Green/Yellow/Blue Full, Size: A0	each		
126	Label Sheets Make : Oddy / equivalent, Size : A4 (210 * 297mm) , Self-Stick label sheets (like ST21) (packets of 50 sheets)	each		
127	Application Form FPM	each		
128	Prepaid single journey ticket	per 100		
129	Attendance Register (100 pages) 17*27 90GSM ledger	each		
130	Visitor Register on 90GSM ledger (Size : 13 inch x 8 inch) (Pages - 200)	each		

131	Register 2 quirre Make : Sangam/ Neelgagan/ Equivalent	Per 50		
132	Register 4 quirre Make : Sangam/ Neelgagan/ Equivalent	Per 50		
133	Banners with installation	Per Sq.ft.		
134	Banner with standee	Per Sq.ft.		
135	Poster Size : A3, Gummed Sheet (Sticker Sheet)	Per 50		
	Printing: Digital			
136	Poster Size : A3, without Gumming Sheet	Per 50		
	Printing: Digital			
137	Poster Size : A4, Sticker Sheet	Per 50		
138	Telephone directory folder (9"x12")	each		
139	Service book with plastic cover	each		
140	Prescription pad (100 pages) (A-6 size)	each pad		
141	Prescription pad (100 pages) (Size : 5.5" x 8" single color)	each pad		
142	Window Envelopes 9" x 4" – single colour	pack of 250		
143	Window Envelopes 10" x 4 – ½" – single colour	pack of 250		
144	Measurement Book 100 pgs.	each		
145	Measurement Book 200 pgs.	each		
146	Award Certificate	each		
147	English to Hindi translation	01 page		
148	English to Hindi translation	1 page to 5 page		
149	English to Hindi translation	1 page to 10 page		
150	English to Hindi translation	10 & above		
	ENVELOPE			
1	Envelopes printing/making on 120 gsm maplitho paper A/4 size single colour	each		
2	Envelopes printing/making on 120 gsm maplitho paper A/4 size two colours	each		
3	Envelopes printing/making on 120 gsm maplitho paper A/4 size four colours	each		
4	Envelopes printing/making on 120 gsm with cloth maplitho paper A/4 size single colour	each		
5	Envelopes printing/making on 120 gsm with cloth maplitho paper A/4 size two colours	each		
6	Envelopes printing/making on 120 gsm with cloth maplitho paper A/4 size four colours	each		
7	Printing of B/4 size envelopes on 120 gsm paper	each		
8	Printing of B/4 size envelopes on 120 gsm paper with cloth	each		
9	Printing of B/4 size envelopes on 120 gsm paper with laminated without cloth	each		

10	Printing of B/4 size envelopes on 120 gsm paper with cloth laminated	each		
11	Printing of B/4 size envelopes on 120 gsm paper without cloth laminated	each		
12	Printing of envelopes A/4 size 150 GSM with cloth laminated	each		
13	Printing of envelopes A/4 size 150 gsm without cloth laminated	each		
14	Printing of envelopes B/4 size 150 gsm paper with cloth	each		
15	Printing of envelopes B/4 size 150 gsm without cloth laminated	each		
16	Envelopes printing handmade paper size 9" x 4"	each		
	Envelopes for Invitation cards 7" x 5" Offset Printing			
17	a. Single color	per 1000		
18	b. 5 colours	per 1000		
	Envelopes for Invitation cards 7" x 5" Screen Printing			
19	a. Single colour	per 1000		
20	b. 5 colours	per 1000		
	Envelopes for Invitation cards 8" x 5" Offset Printing			
21	a. Single color	per 1000		
22	b. 5 colours	per 1000		
	Envelopes for Invitation cards 8" x 5" Screen Printing			
23	a. Single colour	per 1000		
24	b. 5 colours	per 1000		
25	Brown Window Envelope single Color (140 GSM) with tape strip Size A4.	Each		
26	Brown Window Envelope two Color (140 GSM) with tape strip Size A4.	each		
27	Summer placement confidential envelope	each		
	ENVELOPE (Taj Mahal/ Surya/ Equivalent)			
28	7" x 5"	Per 1000		
29	8" x 5"	Per 1000		
30	6" x 3"	Per 1000		
31	9" x 4" window	Per 1000		
32	9" x 4" ordinary	Per 1000		
33	10" x 4"	Per 1000		
34	11" x 5"	Per 1000		
35	10" x 12"	Per 1000		

**Note: GST will be extra as applicable.**

**Date .....**

**Signatures of the bidder with seal**