

NOTICE INVITING TENDER

Sealed Tenders are invited tender from reputed printers for printing of Revised 10 bilingual (Hindi & English) Scheme Booklets of National Trust as per following specification

Specification					
Size:- A4 size cover paper:- 300 GSM mat finishing Text paper:- 100 GSM mat finishing with lamination No. of pages :- variation of pages (inside)+ 4 (cover page) with $\pm 10\%$ * Cover printing:- four Colour Text Printing:- four colour Binding:- Central Stitching					
Printing quantity & no. of pages					
Sl.No	Sl. No	Name of Books	Qty.		No. of Pages (Bilingual)
			3000	5000	
1	1	BK			76
2	2	Gharunda			72
3	3	Gyan Prabha			48
4	4	Niramaya			44
5	5	Disha			72
6	6	Prerna			64
7	7	Sambhav			68
8	8	Vikaas			80
9	9	Sahyogi			72
10	10	Samarth			80

* National Trust reserves the right to make small changes in the quality and numbers of pages on pro – rata basis.

Expectation from Printer

- (a) Designing of cover
- (b) Typesetting and designing of Text
- (c) Proof Reading
- (d) Printing
- (e) Packing of 50 each.
- (f) Delivery at NT office.

The other terms and conditions would be as under:-

- (1) Rates should be quoted in typed formats.
- (2) Unsigned or incomplete tender is liable to be rejected.
- (3) The envelope should super scribed Tender for printing of booklet on 'Schemes of National Trust'.
- (4) The printer has to provide the sample of paper, company of the manufacturer alongwith description of quality.
- (5) The printer will provide soft copy (open and PDF file) of every approved draft (Hard copy) for record, in CD / DVD after the printing.
- (6) The work should be completed within stipulated time frame & free from all kinds of errors. In case of failure to comply with the terms & condition or any other instructions. National Trust can impose a penalty or forfeit upto 20% of the total cost of work.
- (7) Earnest money (Security) of Rs.20000/- to be submitted along with Tender in the form of either DD in favour of National Trust or in cash with AO, National Trust, and attach receipt alongwith Tender. This amount is refundable if the tender is not accepted.
- (8) National Trust has right to accept / reject any or all of the Tender without assigning any reason.
- (9) Upto 40% advance payment can be entertained against bank guarantee.
- (10) In case of any dispute, the decision of JS & CEO, National Trust would be final and binding.
- (11) National Trust reserves the right to negotiate with printers after informing every bidder in advance.
- (12) All disputes shall be within the jurisdiction of Delhi Court.

**Complete Tender in all respect must reach this office at the following address within 15 days of issue of this tender.
Please mention VAT No. with tender document.**

**Deputy Director (Administration)
16 B, Bada Bazar Road,
Old Rajender Nagar
New Delhi-110060.
Ph. 011-43187802**


6/11/16