

Subject:- Printing of writing pad as per specification given below:-

Sl.No	Description	Qty
1	Writing pad Size = 8"x 5" No. of pages = 15 pages Cover page = 120 GSM Cover printing = single colour Text paper = 80 GSM Map Text printing = Ruled line Binding = Glue binding Page = Ruled paper	1000

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

What Printer will do and provide

- Designing of cover
- Typesetting and designing of Text
- Proof Reading
- Printing
- Packing of 50 each.
- Delivery at NT office.

The other terms and conditions would be as under:-

- Rates should be quoted in typed formats.
- Unsigned or incomplete quotation is liable to be rejected.
- The envelope should super scribed quotation for printing of writing pad.
- The printer has to provide the sample of paper, name of the manufacturer alongwith description of quality.
- The printer will provide soft copy (open and PDF file) of every approved draft (Hard copy) for record, in CD / DVD after the printing.
- 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.
- Earnest money (Security) 10% of the estimated total amount to be submitted along with Tender / sealed quotation in the form of either DD or cheque in favour of National Trust and attach receipt alongwith sealed quotation. This amount is refundable if the tender is not accepted.
- National Trust has right to accept / reject any or all of the quotation without assigning any reason.
- No request for advance payment shall be entertained.
- In case of any dispute, the decision of JS & CEO, National Trust would be final and binding.
- National Trust reserves the right to negotiate with printers after informing every bidder in advance.
- All disputes shall be within the jurisdiction of Delhi Court.

Complete Tender / Sealed quotation in all respect must reach this office at the following address within 7 days of issue of this tender / sealed quotation . Please mention VAT No. with tender / sealed quotation.

Deputy Director (Administration)
16 B, Bada Bazar Road,
Old Rajender Nagar
New Delhi-110060.
Ph. 011-43187806, 821

[Handwritten Signature]
18/07/2017