

Subject:- Printing of Booklet on “Guidelines and Functioning of the Local Level Committee in the New Scheme Management System (English) as per specification given below:-

Booklet on “Guidelines and Functioning of the Local Level Committee in the New Scheme Management System (English)	
Quantity	1000
Size	A4 size
cover paper	200 GSM art card paper
No. of pages	37 approx. (inside) included cover page with \pm 10%
Cover printing	4 Colour
Text Printing	four colour
Binding	Perfect
Lamination	only outer cover
Text paper	100 GSM imported art card paper glossary

* 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 Booklet on “Guidelines and Functioning of the Local Level Committee in the New Scheme Management System (English).
- 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./GST No. with tender / sealed quotation.

**Deputy Director (Administration)
16 B, Bada Bazar Road,
Old Rajender Nagar
New Delhi-110060.
Ph. 011-43187806/ 43187821**


ALA
28/2/2017