

**Subject:- Printing of booklets as per specification given below:-**

Specification	No. of pages	Qty.	Name of booklets
A4, Cover Paper:- 300 GSM mat finishing with lamination, Text Paper:100 GSM mat finishing , Cover printing: four colour, Text printing: four colour,	120 +4 (cover page) with $\pm$ 10%	500	Autism – The Fact
	No. of pages: 24 +4 (cover page) with $\pm$ 10%	500	Training Module for INCLIN
	28 +4 (cover page) with $\pm$ 10%,	500	Tools Diagnosis Autism Spectrum Disorder
	20 +4 (cover page) with $\pm$ 10%	500	Test Manual - ISAA

\* 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 booklets.
- 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 by 02.04.2018 at 11.00 AM . Please mention GST No. with tender / sealed quotation.**

**Deputy Director (Administration)**

**16 B, Bada Bazar Road,**

**Old Rajender Nagar**

**New Delhi-110060.**

**Ph. 011-43187806, 821**

27/3/2018