

Subject:- Printing of Annual Report 2020-21 as per specification given below:-

Annual Report Bilingual (English and Hindi) 2020-21		
Quantity	500	1000
Size	A4 size	
cover paper	200 GSM art card paper	
No. of pages	160 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

- (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 quotation is liable to be rejected.
- (3) The envelope should super scribed quotation for printing of Annual Report 2020-21.
- (4) The printer has to provide the sample of paper, name 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) 10% of the estimated total amount to be submitted along with 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.
- (8) National Trust has right to accept / reject any or all of the quotation without assigning any reason.
- (9) No request for advance payment shall be entertained.
- (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.

Sealed quotation in all respect must reach this office at the following address latest by 11th July, 2021. Please mention GST No. with tender / sealed quotation.


Accounts Officer

16 B, Bada Bazar Road,
Old Rajender Nagar, New Delhi-110060.
Ph. 011-43187806, 821