

Annexure

The Parichaika-2018 [Magazine] is to be published for the session 2017-18 as per following details/specifications:-

Specification:

1	Paper	Thick White glossy paper (imported Art paper)
2	Magazine size	24 cm x 18 cm
3	Appx. No. of pages in the magazine	48-54
4	Selection of paper	Will be followed after showing the sample.
5	Work to be performed	Printing in Hindi with imposed, embossing, Composing, Proof Reading, Gathering and binding of Magazines.

TERMS & CONDITIONS:

1. Registration certificate of the Agency/Firm with which Agency/ Firm is registered should be provided.
2. The Agency/firm will deliver the magazines properly in time at the, Education Department, 15th Floor, Civic Centre, New Delhi-110002.
3. Rates should be legibly mentioned in the prescribed format, in figures as well as in words. The amount should be pasted by a transparent cellophane adhesive tape failing which the bid shall be rejected outright. Seal of Agency/firm should be affixed along with the signature of Proprietor/Partner/Director/Authorized Signatory, as the case may be.
4. The Agency/firm should be having unblemished record and should not have been declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/Municipal Corporation/ PSU/ Autonomous Body.
5. The Agency/firm should not be blacklisted and declared ineligible for corrupt and fraudulent practices or the reasons whatsoever by any State/ Central Government/Municipal Corporation/PSU/ Autonomous Body on the date of Bid Submission.
6. The department reserves the right to blacklist the Agency/firm in case of violation of the terms and conditions raised by the Education Deptt. North DMC.
7. The department reserves the right to accept or reject any bid/quotation without assigning any reason(s).
8. Complete secrecy must be maintained during the whole process.
9. Payments will be done in 30 days after the successful completion of work.
10. Rate should be quoted in the Agency/ firm's letter head in the following format: in separate sealed envelope.

Rates quoted per magazine (incl. of GST/charges)	

11. The agency/firm must clearly undertake that all the terms & conditions of this bid document are acceptable to them.

You are requested to submit quotation in the above format latest by 16.08.2018 up to 03:00 PM in the Office of Director (Edu.), Education Deptt., 15th floor, Civic Centre, North DMC, New Delhi-110002. The envelope be marked "Quotation for Printing Parichayika 2017-18".


NIRMALA
Dy. Director of Education (Plan/Grant)
Edu. Deptt. (HQ) North DMC
15th Floor, Civic Centre, New Delhi-02