



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Ref: IMU/HQ/Annual Reports & Annual Accounts/2016-17

05.01.2018

To,

Sub: Tender for "Printing and Binding of Annual Reports and Annual Accounts for the year 2016-17 in English and Hindi- Reg.

Sir,

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting sealed bids from reputed printers for Printing and Binding of Annual Reports and Annual Accounts for the year 2016-17 in English and Hindi under two bid systems (Technical Bid & Financial Bid).

The detailed Tender Document for 'Printing and Binding of Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi can be downloaded free of cost from IMU website www.imu.edu.in.

The cover should be super-scribed as Tender for "Printing and Binding of Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi" and addressed to The Registrar, Indian Maritime University, East Coast Road, Uthandi, and Chennai 600119.

The sample Annual Reports and Annual Accounts are available with the Registrar, IMU. **It is mandatory to inspect the sample Annual Reports and Annual Accounts before submitting the price bid** as per the terms and conditions prescribed in the tender document.

The sealed bids should reach the above address on or before 18.01.2018 at 3.00 PM.


Registrar

Tender Abstract

1	Notice Inviting Tender No.	:	IMU/HQ/Annual Reports & Annual Accounts/2016-17 dated 05.01.2018
2	Tender document download date	:	05.01.2018
3	Last date and time for receipt of bids	:	03:00 PM on 18.01.2018
4	Date and time for opening of Technical bid	:	03:30 PM on 18.01.2018
5	Date and time for opening of Financial bid (Tentative)	:	To be intimated later
6	Service to be provided	:	Printing and Binding of Annual Reports and Annual Accounts for the year 2016-17 in English and Hindi
7	Period/ Extension of Contract	:	One year from the date of Award of contract with an option of extension for a further period up to three years at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU.
8	Validity of tender offers	:	90 days from date of opening of Technical bid
9	EMD Amount	:	Rs. 6,000/-
10	Security Deposit (for successful bidder only)	:	10 % of the Work Order value.
11	Address for the submission of Tender	:	The Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai- 600 119.

1. Introduction:

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting tenders for **Printing and Binding of**

(i) Annual Reports for the year 2016-17 in English and Hindi.

(ii) Annual Accounts for the year 2016-17 in English and Hindi.

2. Specifications and Scope of the work:

2.1. The printing Materials to be printed will be supplied to the successful bidder in the form of digital copy in a Compact Disc (CD) or otherwise. The sample materials are available with the Registrar, IMU. The bidders should inspect the sample Annual Reports and Annual Accounts before submitting the sealed tenders. The inspection of books is mandatory before submitting the bid.

2.2. **Printing and Binding of Annual Reports 2016-17 and Annual Accounts for the year 2016-17**

Sl. No.	Name of the Subject	Printing of Pages	Printing Details	Qty
1	Printing and Binding of Annual Report for the year 2016-17 (English)	Total No. of Pages – 133 Wrapper Pages - 4 Inner Pages – 129	Annual Report (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper (total 129 pages) 116 Pages - Single Colour Black - 130 gsm, 13 Pages –Multi Colour - 130 gsm. Wrapper – 4 Pages Colour - Matt Lamination. (2 Pages - Colour - 300gsm 2 Pages - Blank - 300gsm total 4 pages)	300
2	Printing and Binding of Annual Accounts for the year 2016-17 (English)	Total No. of Pages – 84 Wrapper Pages - 4 Inner Pages – 80	Annual Accounts (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper (total 84 pages) 80 Pages - Single Colour Black - 130 gsm Wrapper - 4 Colour - Matt Lamination (2 Pages - 4 Colour - 300gsm 2 Pages - Blank - 300gsm total 4 pages)	300
3	Printing and Binding of Annual Report for the year 2016-17 (Hindi)	Total No. of Pages – 133 Wrapper Pages - 4 Inner Pages – 129	Annual Report (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper (total 107 pages) 116 Pages - Single Colour Black - 130 gsm, 13 Pages –Multi Colour - 130 gsm. Wrapper - 4 Pages Colour - Matt	300

			Lamination. (2 Pages - Colour - 300gsm 2 Pages - Blank - 300gsm total 4 pages)	
4	Printing and Binding of Annual Accounts for the year 2016-17(Hindi)	Total No. of Pages - 84 Wrapper Pages - 4 Inner Pages - 80	Annual Accounts (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper (total 84 pages) 80 Pages - Single Colour Black - 130 gsm Wrapper - 4 Colour - Matt Lamination (2 Pages - 4 Colour - 300gsm 2 Pages - Blank - 300gsm total 4 pages)	300

Note: The total number of pages (printed and blank) in each book are tentative and may vary +/- 10 to 15 pages without additional amount.

- 2.3. All the inner printing and blank pages should be in 1/4 size of demy colour with IMU Water Mark in each page with single colour.
- 2.4. Printed and Bounded Annual Reports and Annual Accounts must be delivered at IMU, Uthandi, Chennai within 21 days (Twenty one Days) from the date of issue of work order by IMU Chennai. The Reports are intended for laying on Table of Parliament. Hence there should not be any deviation in the quality of printing and binding and delivery of Reports.

3. Eligibility/Qualifying Criteria:

3.1. Minimum Eligibility/ Qualifying Criteria:

Sl.No.	Eligibility/Qualifying Criteria	Mode of Proof
1	The bidder should have been in the business of printing and binding of Reports for at least for 5 Years i.e., since 2012-13 or earlier.	Copy of printer's registration /commercial taxes registration/ Income tax registration/any other document showing that the Bidder had been in the business during last 5 years.
2	The bidder should have a minimum annual turnover of Rs.10 lakhs during each of the last three financial years (2014-15, 2015-16 and 2016-17)	Certified Annual Audit Report of the last three financial years, Income Tax Statement of the last three financial years etc.
3	The bidder should have successfully completed during the last three financial years (2014-15, 2015-16 and 2016-17): a) Three similar works of value at least Rs.1.20 lakhs each (Rupees one lakh and twenty thousand only) OR	Copy of Purchase Order/Contract; copies of invoices, Completion Certificate etc.

	b) Two similar works of value at least Rs.1.80 lakhs each (Rupees one lakh and eighty thousand only each) OR c) One similar work of value at least Rs.2.40 lakhs (Rupees Two lakhs and forty thousand only)	
4	The Bidder should have valid GST registration number.	The bidder has to enclose the self-attested GST Registration certificate
5	The Bidder should NOT have been debarred or blacklisted by any Government department/agency in the past 3 (three) years (2014-15, 2015-16 and 2016-17) on account of fraudulent or corrupt practices or inefficient/ineffective performance.	The bidder should give an undertaking for this.

3.2. **The Bidder must possess ALL the 5 Qualifying Criteria. If he does not possess even one of these, he shall stand disqualified and his financial bid will not be opened.**

3.3. 'Similar work' means 'Printing and binding of Books and Reports'.

3.4. It shall be IMU's prerogative to decide whether the document produced is valid evidence or not. The decision of IMU is final and binding to all bidders.

4. Submission of Bids:

4.1. The Bidders shall submit their bids in two parts:

- (i) Technical Bid, and
- (ii) Price Bid.

The Bid should be in Three Sealed Covers, first one is Sealed Technical Bid Cover, second one is Sealed Price Bid Cover, and third one should be used to keep the above two covers, all the covers must be super scribing its name & the Tender Reference No.

4.2. The Technical and Price Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope super scribing "Tender for Printing and Binding of Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi".

4.3. They must send bids only by Registered/Speed Post or through Special Messenger under proper acknowledgement so as to reach before 3:00 PM on 18.01.2018. Late tenders shall not be accepted.

- 4.4. The Bid Document can be downloaded from IMU web site <http://www.imu.edu.in> free of cost.
- 4.5. The Technical Bid in the prescribed format [Annexure I] should contain all the relevant information and desired enclosures. (Any change in the prescribed format will result in rejection of offer). An Earnest Money Deposit (EMD) of Rs.6,000 (Rupees Six thousand only) in form of Demand Draft drawn in favour of Indian Maritime University and payable at Chennai should be enclosed along with the Technical Bid. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.
- 4.6. The Financial bid shall be submitted in the prescribed format (Annexure- II) (Any change in the prescribed format will result in rejection of offer) in a separate sealed cover. The rates shall be quoted in INR will be inclusive of printing, binding, transportation, all levies and duties and exclusive of GST. Failure to provide price bid in a sealed separate cover will result in rejection of offer.
- 4.7. All prices/rates in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- 4.8. Bidders should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/ correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.
- 4.9. All the pages of the Bid Document shall be continuously numbered and neatly tagged as a single bunch and submitted as a package along with a Covering Letter in the prescribed pro forma (Statement no. 1) letter on the Bidder's letter head.
- 4.10. The Contents of Bid Cover must be as follows:

I. Sealed Technical Bid Cover: (Must be Super Scribed as "TECHINAL BID" and Tender Reference No)

1. Statement No .1 : **Covering Letter to Technical Bid**

[Must be printed on the Letter head of the Bidder and Signed by Authorized person with Seal.]

2. Demand Draft for EMD

3. Annexure I : **TECHNICAL BID**

[Must be printed on the Letter head of the Bidder and Signed by Authorized person with Seal.]

4. Supporting Documents

[Must be Serial Numbered, neatly tagged and all papers must be Self Attested by Authorized Person with Seal.]

II. Sealed Price Bid Cover: (Must be Super Scribed as "PRICE BID" and Tender Reference No)

1. Annexure II: **PRICE BID**

[Must be printed on the Letter head of the Bidder and Signed by Authorized person with Seal.]

III. Sealed BID Cover:

(Must be Super Scribed as "Tender for Printing and Binding of Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi")

1. Sealed Technical Bid Cover

2. Sealed Price Bid Cover

- 4.11. If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then IMU, Chennai reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3 years.
- 4.12. Bidders are not allowed to submit multiple bids nor bid through a consortium.
- 4.13. Bidders are not allowed to sub-contract any part or whole of this contract except with the prior written permission of IMU.

5. Genera Terms and Conditions:

- 5.1. The inspection of the sample Report is mandatory for submitting the bid. Bidders may inspect the sample books on any working day during office hours before 18.01.2018.
- 5.2. The rate quoted should be valid for a minimum period of 90 days. No claim for escalation of the rate will be considered after opening the tender and until completion of the printing and binding work.

- 5.3. At any time prior to the last date of receipt of bids, University may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by an amendment.
- 5.4. The Earnest Money Deposit of the successful bidder shall be refunded without any interest upon it after the completion of the printing work and binding. For unsuccessful bidder(s) it will be refunded after the award of the contract.
- 5.5. Bids/offers received through e-mail or without sealed cover will be rejected.
- 5.6. The Technical bids will be opened first and the financial bids of only those bidders who fulfill the Minimum Eligibility Qualifications Criteria will be opened. The date and time of opening the financial bids will be communicated separately.
- 5.7. The contract will be awarded after opening the Financial Bid and evaluated on the basis of **total lowest quoted price** of all the four reports as mentioned in the 'Financial Bid'.
- 5.8. Within 3 days of the successful bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit at the rate of 10% of the order value in the form of an A/C Payee Demand Draft. The EMD already paid can be adjusted against the Security Deposit.
- 5.9. The successful bidder should get approval of the 'Proof Copy' from the Registrar, IMU within 7 days from the date of issue of work order, before the final printing and binding of multiple copies.
- 5.10. The Printed and Bounded Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17 both English and Hindi must be delivered at IMU Head Quarters, Uthandi Chennai, within 21 days (Twenty one Days) from the date of issue of work order by IMU Chennai. Time is of the essence of this contract.
- 5.11. The printing must be of standard quality. The ink to be used for printing must be of standard quality. The face of the printed type must be sharp. There should be no scum or tint on the printed page.
- 5.12. It will be binding on the successful bidder to supply the required numbers of Reports printed as per the sample or finally approved by the IMU. In this connection no deviation from the sample shall be accepted in respect of printed material.
- 5.13. If some of the Reports delivered by the successful bidder are found to be defective on account of printing/binding mistakes or bad printing or defective binding, poor quality of paper/cover, etc., IMU reserves the right to reject such Reports and direct the printer to supply good quality printed Reports at his own expense within 7 days, and the printer shall act accordingly.
- 5.14. The initial contract is for the above mentioned quantity, however if any additional quantity is required by the IMU HQ, the successful bidder must supply at the same rate and terms and conditions.
- 5.15. The University reserves the right to accept in part or in full any tender(s) or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all quotation(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

- 5.16. The Security Deposit will be discharged by the IMU and returned to the Vendor not later than 90 days following the date of completion of the Vendor's performance obligations.
- 5.17. The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) resulting from the failure of the Vendor to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Vendor.

6. Validity:

One year from the date of Award of contract with an option of extension for a further period up to three years at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU.

7. Confidentiality:

The Annual Reports and Annual Accounts given for printing are protected under Copyright Act. The successful bidder and his personnel/agents shall not use either part or whole of the material for any other purpose nor shall they transmit it in any form to any third party at any point of time.

8. PAYMENT TERMS:

- 8.1. No advance payment will be made.
- 8.2. The payment will be made only after successful completion and full delivery of the materials without defects and presentation of invoice to the Indian Maritime University, Uthandi Chennai. IMU will make the payment within 15 days of full and satisfactory delivery. No part payment will be made.
- 8.3. The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. **33AAAI2610K2Z3**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. The benefit of Input Tax Credit should be passed on to IMU as per applicable GST act.

9. Penalty:

- 9.1. In the event of delay in submission of 'Proof Copy' beyond the prescribed period of 7 days, the printer shall be liable to pay penalty @ 0.5% of the value of the unexecuted work per day for the first 5 days and at 1% of the value of the unexecuted work per day for the next 5 days. Beyond this, the work order is liable to be summarily cancelled and the security deposit of the printer is liable to be forfeited, and the unexecuted work may be allotted to another printer at the risk and cost of the defaulting printer.
- 9.2. In the event of delay in supply of Reports beyond the prescribed period of 21 days, the printer shall be liable to pay penalty @ 0.5% of the value of the unexecuted work per day for the first 5-10 days and at 1% of the value of the

unexecuted work per day for the next 5-10 days. Beyond this, the work order is liable to be summarily cancelled and the security deposit of the printer is liable to be forfeited, and the unexecuted work may be allotted to another printer at the risk and cost of the defaulting printer.

10. GST Anti-Profiteering rules:

The bidder should strictly adhere to GST Anti-Profiteering rules of Government of India.

11. Resolution of Disputes:

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

Registrar

Statement No.1
COVERING LETTER TO "TECHNICAL BID"

Ref: IMU's Tender Notification No. IMU/HQ/Annual Reports & Annual Accounts
/2016-17 dated 05.01.2018

From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.

Sir,

We are a -----

[Introduce your company and its activities with particular reference to your experience in Printing and Binding of books. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200words].

- 2) We hereby submit our Bid for **Printing and Binding of Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17, in English and Hindi.**
- 3) We have enclosed a Demand Draft bearing No._____ dated_____ for Rs.6,000/- towards the Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

- 4) We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Deliverables, the Time Line for delivery, Payment Terms, etc.
- 5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.
- 6) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with IMU within 3 (three) days from the date of issue of the Work Order failing which the Work Order may be cancelled and the EMD forfeited.
- 7) Our Financial Bid is inclusive of printing, binding, transportation, all levies and duties and exclusive of GST. The price quoted shall be firm till the execution of the contract.
- 8) Our Bank details for bill payment, return of EMD/SD and E-mail ID are as follows;

1	Bank Account Number	
2	Account Holder's Name	
3	Name of the Bank and Branch with address	
4	Type of Account	
5	MICR No	
6	IFSC	
7	Email ID	
8	Contact No	
9	Contacting Person Name	

Date:
Place:

Yours faithfully,

Signature with Seal of Authorized Signatory

TECHNICAL BID

Tender for Printing and Binding of Annual Reports 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi

Ref: IMU's Tender Notification No. IMU/HQ/Annual Reports & Annual Accounts /2016-17 dated 05.01.2018

From

Name & Address of the Bidder

To

The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi, Chennai - 600119.

Dear Sir,

We hereby submit our Technical Bid for Printing and Binding of Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi as detailed below.

1. Whether in the business of Printing and Binding of Reports since 2012-13 or earlier. YES/ NO
Mode of Proof:
Proof at which page:
2. Whether the bidder has a minimum annual turnover of Rs.10 lakhs during each of the last three financial years (2014-15, 2015-16 and 2016-17) YES/NO

Fin. Year	Mode of Proof enclosed	Annual Turnover (in Lakhs)	PAGE No.	OFFICE USE
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2014 - 15				
2015 - 16				
2016 - 17				

3. Details of Printing and Binding of Reports carried out during the last three financial years (2014-15 to 2016-17):

a) At least three similar works to the value of Rs.1.20 lakhs each (Rupees One lakh and twenty thousand only) during the last three financial years 2014-15, 2015-16 and 2016-17.

[Note: 'Similar work' means 'Printing and binding of Annual Reports and Annual Accounts'.]

Fin. Year	Name, Address & Contact No. of the Client for whom Printing and Binding was conducted	Mode of Proof enclosed	Value of the Work (in Lakhs)	PAGE No.	OFFICE USE
2014 - 15					
2015 - 16					
2016 - 17					

b) At least two similar works to the value of Rs.1.80 lakhs each (Rupees one lakh and eighty thousand only) during the last three financial years (2014-15, 2015-16 and 2016-17)

Fin. Year	Name, Address & Contact No. of the Client for whom Printing and Binding was conducted	Mode of Proof enclosed	Value of the Work (in Lakhs)	PAGE No.	OFFICE USE
2014 - 15					
2015 - 16					
2016 - 17					

c) At least one similar work to the value of Rs.2.40 lakhs (Rupees Two Lakhs and forty thousand only) during the last three financial years (2014-15, 2015-16 and 2016-17):

Fin. Year	Name, Address & Contact No. of the Client for whom Printing and Binding was conducted	Mode of Proof enclosed	Value of the Work (in Lakhs)	PAGE No.	OFFICE USE
2014 - 15					
2015 - 16					
2016 - 17					

4. Whether the Bidder possess valid GST registration number. YES/NO

Mode of Proof:

Proof at which page:

5. Whether the Bidder has been debarred or blacklisted by any Government department/agency in the past 3 (three) years (2014-15, 2015-16 &2016-17) on account of fraudulent or corrupt practices or inefficient/ineffective performance - YES/NO

Mode of Proof:

Proof at which page:

6. Whether the bidder inspected the sample Reports available in the Registrar, Indian Maritime University before submitting the bid. YES/NO

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:
Place:

Signature with Seal of Authorized Signatory

FINANCIAL BID

Tender for Printing and Binding of Annual Reports 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi

Ref: IMU's Tender Notification No.IMU/HQ/Annual Reports & Annual Accounts /2016-17 dated 05.01.2018.

From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.

Dear Sir,

We hereby submit our Financial Bid for the Printing and Binding of Annual Reports for the year 2016-17 and Annual Accounts for the year 2016-17 in English and Hindi as detailed below.

Sl. No.	Name of the Subject		Qty	Unit Rate in Rs.	Amount in Rs.
1	Printing and Binding of Annual Report for the year 2016-17 (English)	Printing of Pages:- Total No. of Pages - 133 Wrapper Pages - 4 Inner Pages - 129 Printing Details: - Annual Report (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper (total 129 pages) 116 Pages - Single Colour Black - 130 gsm, 13 Pages - Multi Colour - 130 gsm. Wrapper - 4 Pages Colour - Matt Lamination. (2 Pages - Colour - 300gsm 2 Pages - Blank - 300gsm total 4 pages)	300		

2	Printing and Binding of Annual Accounts for the year 2016-17 (English)	<p>Printing of Pages:- Total No. of Pages – 84 Wrapper Pages - 4 Inner Pages – 80</p> <p>Printing Details: - Annual Report (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper Total 84 pages : 80 Pages - Single Colour Black - 130 gsm, Wrapper - 4 Colour - Matt Lamination. (2 Pages - 4 Colour - 300gsm 2 Pages - Blank - 300 gsm total 4 pages)</p>	300		
3	Printing and Binding of Annual Report for the year 2016-17 (Hindi)	<p>Printing of Pages: Total No. of Pages – 133 Wrapper Pages - 4 Inner Pages – 129</p> <p>Printing Details: Annual Report (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper (total 129 pages) 116 Pages - Single Colour Black - 130 gsm, 13 Pages –Multi Colour - 130 gsm. Wrapper – 4 Pages Colour - Matt Lamination. (2 Pages - Colour - 300gsm 2 Pages - Blank - 300gsm total 4 pages)</p>	300		
4	Printing and Binding of Annual Accounts for the year 2016-17 (Hindi)	<p>Printing of Pages:- Total No. of Pages – 84 Wrapper Pages - 4 Inner Pages – 80</p> <p>Printing Details: - Annual Report (1/4 size of demy paper) i.e. A4 size Front & Back with Art Paper Total 84 pages : 80 Pages - Single Colour Black - 130 gsm, Wrapper - 4 Colour - Matt Lamination. (2 Pages - 4 Colour - 300gsm 2 Pages - Blank - 300 gsm total 4 pages)</p>	300		
Total (Total Amount in Rs.....)					

The Price quoted is for Printing and Binding of Annual Reports and Annual Accounts together and is inclusive of printing, binding, transportation and all duties, fees, charges, etc. but exclusive of GST.

Date:

Place:

Signature with seal of the Authorized Signatory