

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT  
ADMINISTRATION**

Rajbhavan Complex, Baner Road, Pune - 411 007. Ph. (020) 25608227, Fax No.(020) 25608100

## **E-BID PAPER**

### **FOR THE REPROGRAPHICS/ PRINTING WORKS 2024-2026**

1. Estimated Tender Cost	Rs. 150 Lakh
2. Security Deposit	03% of Estimated Tender Cost
3. Earnest Money Deposit	Rs. 1,50,000/- (Refundable)
4. Cost of Bid Form	Rs. 15,000/- (Non-Refundable)
5. Period of the e-Bid	18.11.2024 to 03.12.2024
6. Pre-bid Meeting	22.11.2024 At 11.00 a.m.
7. Last Date of Sale of e-Bid form & Submission of e-Bid by Bidder	03.12.2024 Up to 03:00 p.m.
8. Date & Time of Opening of Technical Bid of e-Bid	05.12.2024 at 3.00 p.m.

#### Brief Summary of Inquiry

Offer should be submitted in 2 envelope system :

- a) Technical Bid – Envelop No – 1
- b) Commercial (item-wise rates) Bid Envelop No – 2

Price Bid form is enclosed as Annexure II

Bidder has to sign bid document as below

- a) Declaration as regards acceptance of terms and conditions of contract printed on letterhead, scanned and signed by authorized signatory and to be upload - Annexure-III
- b) Price Bid – Annexure – II
- c) List of Machinery and equipment- Annexure- A
- d) Self-Declaration as per technical envelope No I- Sr No. 11

Sd/-  
(Research Officer, Publication )

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(Head Procurement)

Sd/-  
(Registrar)

Sd/-  
(Financial Advisor)

**ANNEXURE – I**

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT  
ADMINISTRATION**

Rajbhavan Complex, Baner Road, Pune – 411 007. Phone Nos. 020-25608227/159

**E-BID FOR THE REPROGRAPHICS/ PRINTING WORKS 2024-2026**

**(I) General Instructions**

- 1.1 Yashwantrao Chavan Academy Of Development Administration (YASHADA), Pune, invites bids from ‘the GST registered & reputed printers for printing of books/booklets/training material etc. for the year 2024-2026 having single and multi colour offset printing machine along with other setup of printing works (as Annexure- A)
- 1.2 The bid document will be available on <https://mahatenders.gov.in> from 18.11.2024 to 03.12.2024 & the bid has view only access on the website of YASHADA i.e. [www.yashada.org](http://www.yashada.org)
- 1.3 Last date of receipt of e-bid will be 03.12.2024 Up to 03: 00 PM . The e-bids received thereafter will not be considered. The bids received within specified time shall be opened on 05.12.2024 at 3.00 p.m.
- 1.4 If any technical difficulties arise while filling up e-bid, please contact on toll free No. 180030702232 at NIC.
- 1.5 The Bids received by post /courier/by hand will not be accepted.
- 1.6 Pre-bid tender meeting:-

The pre-bid meeting will be held on 22.11.2024 At 11.00 a.m.in the YASHADA, Pune. Interested bidders shall attend this meeting. Queries raised by bidders will be clarified in the meeting and also clarifications will be uploaded to [www.mahatenders.gov.in](http://www.mahatenders.gov.in) & YASHADA’s website i.e [www.yashada.org](http://www.yashada.org) in the form of minutes of pre-bid meeting which will form as part of this tender. No query thereafter would be entertained.

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## 1.6 Technical Bid-Envelope No. 1

The Technical Bid should be complete with all information asked for. It should not contain any price information. The bid will be rejected if any price is mentioned in the Technical Bid. The Technical offer must be submitted in an organized and neat manner.

The online envelope clearly marked as “Technical Bid-Envelope No. 1”. Shall contain the scanned copies of originals of the following documents-

1. Proof regarding submission of Bid fee and EMD i.e. online challan copy needs to be uploaded.
2. The firm should have experience of completion of similar type of works any continuously three financial years out of (Financial Year 2019-20, 2020-21, 2021-22, 2022-2023). The bidder/agency/firm should submit experience certificate on letter head of concerned organisation. For this purpose work order will not be considered.
3. Detailed information about Institution (Agency), name of proprietor, telephone no. on letterhead. In case of partnership, attach registered partnership deed. In case of company, attach company registration certification.
4. Latest License under Shop and Establishment Act/Small Scale Industries (SSI unit) registration/company registration.
5. PAN Card of the bidder company/ firm
6. Goods & Service Tax (GST) registration Certificate.
7. Turn Over Certificate from C.A. (Chartered Accountant) for the any continuously three financial years out of (Financial Year 2019-20, 2020-21, 2021-22, 2022-2023) Showing minimum turn over not less than rupees Fifty lacs per year. (balance sheet & Income tax returns will not be considered).
8. List of Machinery and Equipment as per Annexure - A.
9. List of Clients.
10. Personal & Bank Details of the bidder for RTGS as per Annexure – I
11. Self-declaration regarding firm/agency is not blacklisted by any organization and also self-certification regarding no case is pending/registered for any forgery/or criminal matter.
12. Declaration as regards acceptance of terms and conditions of contract printed on letterhead, scanned and signed by authorized signatory and to be upload - Annexure-III

### 1.7 Capacity of Bidder

The capacity of the bidder to perform printing jobs in-house at their own printing press would be determined by Yashada committee through on site verification of printing Machinery and Equipment.

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(Registrar)

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(Financial Advisor)

## 1.8 Price Bid: Envelope No. 02- (Annexure –II)

Bidder must quote his rate in Envelop No. 2 only (Annexure –II) (Price Bid). He should not quote this offer rate anywhere directly or indirectly.

## 1.9 Criteria for L<sub>1</sub> – (Lowest Rate)

Bidder who quotes lowest rate for maximum number of items will be the L<sub>1</sub> for that work, but he has to match his rates for other items to the rate of other L<sub>1</sub> bidder, for award of contract to such bidder.

## 1.10 Bid Form Fee :

Bid fee of Rs. 15000/- (Rupees Fifteen Thousand only) along with the bid should be paid online through respective portal in the software to in favor of Director General Yashada Pune.

## 1.11 Earnest Money:

Earnest money of Rs. 1,50,000/- (Rupees One Lac Fifty Thousand only) along with the bid should be paid online through respective portal in the software to in favor of Director General Yashada, Pune.

## 1.12 Exemption of Bid Fees & EMD :

The Bidders those, have registered under Small-scale & Micro Small-scale Industries are eligible for the exemption from Bid fee & Earnest money Deposit (EMD) & Security deposit as per Govt. of Maharashtra, Industries Dept. GR क्रमांक : २०१४/प्र.क्र.८२/भाग-III/उद्योग -४, दिनांक ०१/१२/२०१६ rule no. 3.1.2.1 and 4.6. copies of such certificates shall uploaded by bidder in E-Tender Software

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(Registrar)

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(II). Terms and Conditions

2.1 Bidder should own and operate printing press along with machineries listed in Annexure- A. by himself / herself instead of depending on third party.

- i. CTP facility should be available to tenderers, if not, tenderers should submit a letter of assurance from a printer having CTP facility ready to carry out CTP works in technical envelope. If such guarantee is submitted, it will be accepted.
- ii. In it, Excel BOQ is a dummy BOQ and is provided as it is mandatory. PDF BOQ will be considered for tender finalization. However, the tenderers must upload both the BOQs.

2.2. The successful bidder/s will be required to furnish a Security Deposit of Rs. 3% of estimated work cost. This amount is to be paid only by Demand Draft drawn in favor of 'THE DIRECTOR GENERAL YASHADA, PUNE'. The security deposit in either case shall remain with the Academy for the entire period of the contract and one month beyond.

2.3. The successful bidders will have to enter into an agreement with YASHADA within 15 days after award of contract. This agreement will have to be made as per Government procedure. If agreement is not executed within 15 days bid is liable to be cancelled.

2.4. Earnest money of unsuccessful bidders shall be refunded after AOC (Award of Contract).

2.5 The quoted rates should be written in figures as well as in words against all the items listed in the bid form (enclosed as Annexure – II) by using ink. All overwriting, corrections or cancellations should be duly signed and stamped. The rates quoted shall be valid for the entire period of the contract. (Bid may be rejected in case rates are not quoted for any of the item/s.)

2.6 The successful bidder has to be execute work as per approved rates during the contract period and extension thereof.

2.7 The offer shall be valid at least 120 days from the date of opening of bid.

2.8 The bids incorporating additional conditions imposed by bidders are liable to be rejected.

2.9 It will be the responsibility of the successful bidder to collect printing material from respective officer of academy and to deliver to the concerned officer of the Academy, well in advance.

2.10 In case of the unsatisfactory services provided by accepted bidder, the work shall be withdrawn and entrusted to any other agency. In such case the defaulting bidder (Agency) will be penalised to the extent that the additional expenditure incurred by the Academy for getting such work done would be compensated. In such case YASHADA reserve the right to forfeit his Security deposit & blacklist the agency.

2.11 In case of need, the bidder is required to provide 24 hours service to YASHADA.

2.12 Rates should be inclusive of all taxes, duties, levies, transportation, handling and delivery at YASHADA, Pune. Excluding GST. GST at applicable rate shall be paid by Yashada .

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(Registrar)

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2.13 The right is reserved to revise or amend the contract documents prior to the date notified for the receipt of bids or the extended date, as the case may be. Such deviations, amendments or extensions, if any, shall be duly communicated.

2.14 Incomplete bid will not be accepted. It becomes automatically rejected.

2.15 Delivery of printing jobs should be made free of cost from agency between 10:30 am to 01:00 pm on the specified dates.

2.16 It will be the duty of the contractor to ensure the delivery of printed copies as per notified specifications. In case of faulty copies found by the academy's staff after delivery, a penalty of an amount equivalent to 10 times the value of rejected copies and 10% amount in case of delay will be deducted from the bill.

2.17 It is essential that the reprographics contractor should have hardware and software packages compatible to that available with the academy. It would not be the responsibility of the Academy to provide soft copies compatible to that available with the reprographics contractor. The kosher licensed versions of latest DTP Software are to be used for the Academy's Jobs. Any pirated versions would be unacceptable.

2.18 The successful bidder has to perform printing on 'A' grade paper of standard and reputed paper mills. When the work is of bulk quantity and if the concern department requires so, the successful bidder will carry out the quality certification of papers used for the printing from any government or authorized laboratory at his own cost, during execution or after execution of work. In case of default, YASHADA reserves rights to further verify quality of paper and / or recover the amount for such default from successful bidder and black list the bidder by forfeiting security deposit. .

2.19 If the printing contractor fails to perform satisfactorily the duties assigned his service will be liable for termination by giving 30 days notice and the remaining work will be got done by appointing new agency and any additional expenditure due to this shall be recoverable from the contractor. YASHADA reserve right to take appropriate action as is deemed.

2.20 The academy will decide the time schedule for completion of printing works to be carried out by the printing contractor/s. It would be made compulsory for the contractor/s to abide to such schedules.

2.21 The Director General, YASHADA reserves the right to accept or reject any of or all the bids, partially or wholly, without assigning any reasons at any stage.

## **2.22 RISK PURCHASE:**

If Agency fails to complete the work within time limit/extended time limit given with prior sanction, uncompleted/ balance work shall be carried out by third party at risk and cost of Agency, with prior 30 day's notice by Yashada. Such amount shall be debited from the agencies bill / due amount.

**2.23 Agreement** – The successful bidder has to execute Agreement on Stamp paper. The necessary stamp duty charges shall be borne by the Agency whose tender is accepted, as per Govt. of Maharashtra Circular, नौदणी महानिरीक्षक व मुद्रांक नियंत्रक, पुणे, महाराष्ट्र राज्य, यांचे अ.शा.पत्र क्र. 005/मु.प्र.क्र.20/17, दिनांक 18/8/2017.

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(Head Procurement)

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(Registrar)

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(Financial Advisor)

**2.24 Dispute:**

Any dispute arising out of the terms and conditions of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Yashada and the authorized representative of the Agency.

**1. Settlement of Disputes**

All disputes or differences of any kind whatsoever that may arise between the YASHADA, and the Agency in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under;

**2. Mutual Settlement**

All such disputes or differences shall in the first place be referred by the Agency to the YASHADA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.

**2.25 Settlement through Court**

It is a term of this contract that the Agency shall not approach any Court of Law for settlement of such disputes or differences.

**2.26 Jurisdiction of Courts**

Jurisdiction of courts for dispute resolution shall be PUNE only.

**2.27 Termination of Agreement**

During the period of this agreement, Yashada shall have the right to terminate this agreement, if Yashada is not satisfied with the performance of the Agency by giving 30 days' notice in writing, uncompleted/ balance work shall be carried out by third party at Risk and Cost of Agency terminated, also Security Deposit shall be forfeited in such incidents.

**2.28 Force Majeure**

When an extraordinary event or circumstance beyond the control of the parties such as a war, strike, riot, crime, or an event described by the legal term "act of God" (such as flooding, earthquake, or volcanic eruption), prevents one or both parties from fulfilling their obligations under the contract. In such situations decision of "Director General YASHADA" will be a final decision & binding on both the parties.

BIDDERS SIGNATURE & STAMP

Registrar, YASHADA

Sd/-

DIRECTOR GENERAL,  
YASHADA, PUNE - 7

Sd/-  
(Research Officer, Publication )

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(Head Procurement)

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(Registrar)

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**ANNEXURE – A****MACHINERY & EQUIPMENT RELATED ELIGIBILITY CRITERIA**

Sr No	Type of Machines	No of Machine/s	Having	
			Yes	No
01	02	03*	04*	05*
<b>01</b>	<b>Printing Machines</b>			
i	One Single colour/Two colour printing machine of 18'' X 23''/ 23'' X 36''			
ii	One Four colour printing machines of 18'' X 23'' / 23'' X 36''			
<b>02</b>	<b>Other Allied Facilities</b>			
i	Automatic Paper Folding Machine			
ii	Automatic Paper Creasing Machine			
iii	Lamination Machine (Min. 18'' size)			
iv	Perfect Binding Machine			
v	Programmable/Automatic Cutting Machine			
vi	Black & White Laser Printer / Xerox Machine (A3 Size)			
vii	Digital Colour Print Machine – 12''X18'' Size (Desirable)			
viii	CTP Unit			
ix	Centre/Stitch Machine			
x	Strapping Machine			
<b>03.</b>	<b>Other Prepress Facilities</b>			
i	DTP Unit with facilities of Corel Draw, Photoshop, Pagemaker etc. with English and Marathi typing and Designing Software (e.g. Shree Lipi, ISM)			
ii	Scanner			
<b>04</b>	<b>Location of the Press</b>			
i	Bidders printing press should be located in Pune Municipal Corporation/ Pimpri Chinchwad Municipal Corporation area / PMRDA Area.	----		

\* Mandatory to fill information (Above Column No.03 to 05)

\* Agency should submit the samples of papers to Media & Publications Centre Before Submitting the Tender.

The above items will be checked by the committee of YASHADA during on site verification and those bidders who does not possess above machinery and equipment within Pune Municipal Corporation/ Pimpri Chinchwad Municipal Corporation & PMRDA area The printing press of the tenderers should be within a radius of 25 km limits from Yashada. If not, Printers will not be eligible for opening their price bid.

Signature

Name of Person:

Designation:

Name of Company:

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(Head Procurement)

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(Registrar)

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(Financial Advisor)



# PRELUDE

## BRIEF INFORMATION ABOUT YASHADA'S ACTIVITIES AND REPROGRAPHICS WORKS

Yashwantrao Chavan Academy of Development Administration (YASHADA) is an apex training institute of the Government of Maharashtra. The Academy is registered under Public Trusts and Societies Acts. It has mandate to carryout various activities which are classified as below:

1. Training
2. Research
3. Consultancy
4. Publication

The academy designs and conducts more than 1000 training programmes annually for senior and middle level officers of various departments of Government of Maharashtra, Government of India, Public Sector Undertakings and NGOs.

Since last few decades the academy has been engaging on rate-contract basis the services of various renowned reprographics contractors from in and around Pune City. The printing jobs offered to the reprographics contractor are related to the above said activities of the Academy. Some details of these jobs usually performed by the Academy's Reprographics Contractor in a year are:

1. Printing of Academy's Quarterly Journals  
About 1000-5000 copies of 4 issues each of two journals:  
Ashwattha (English) and Yashmanthan (Marathi), each issue containing 32-40 pages of A4 size.  
Approximate Value: Rs. 3,00,000/-
2. Printings of Books, Reading Material and Training Modules  
500-10000 copies of A4/A5/Double Crown Size, 25 items/materials of 100-500 pages each.  
Approximate Value: Rs. 15,00,000/-.
3. Information Brochures and Booklets  
1000-2000 copies of each item.  
Approximate Value: Rs. 2,00,000/-
4. Printing of Newsletters/Calendar/ Certificate and other Items  
24000 copies multi-colour printing of 4 pages of A4 size  
Approximate Value: Rs. 2,00,000/-

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5. Envelopes for Journals  
35,000 pcs. of A4 size Printed Andhra Craft Paper Envelopes with inside lamination required throughout the year in lots of 2000-5000 pcs.  
Approximate Value: Rs. 77,000/-.
6. Binding of Reading Materials/Reports  
Spiral Binding/Wiro Binding/Perfect Binding of about 30-50 copies each of A4 size reading material/reports for select training programmes/research projects conducted at the Academy.  
Approximate Value : Rs. 2,00,000/-
7. Office Stationery  
Letter Heads, Registers, Receipt Books, Course Certificates, Invitation Cards, Identity Cards, Visiting Cards and Printed Envelopes etc.  
Approximate Value : Rs. 2,00,000/-

The printing job listed above is indicative of the nature of printing jobs required typically by the Academy in a year. A part from the above the Academy may be required to produce information brochures, reports, book/reading material/training modules and other items under the projects sponsored by state, national and international level agencies. The number of copies of some of such items range between 5,000 to 50,000.

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(Head Procurement)

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(Registrar)

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(Financial Advisor)

ANNEXURE- I -Personal & Bank Details for RTGSAll columns are mandatory

Sr .No.	Personal Detail	
1.	NAME OF THE AUTHORISED PERSON	
2.	NAME OF THE AGENCY	
3.	DETAIL ADDRESS OF THE AGENCY	
4.	NAME & E-MAIL OF THE PERSON/REPRESENTATIVE OF THE AGENCY	
5.	LANDLINE NO.	
6.	MOBAIL NO.	
7.	PAN NO.	
8	GST NO. –	
Bank Details –		
1.	NAME OF THE AGENCY FOR RTGS	
2.	NAME OF THE BANK	
3.	CITY OF THE BANK	
4.	ACCOUNT NO	
5.	ACCOUNT TYPE	
6.	BRANCH CODE	
7.	ADDRESS OF THE BRANCH	
8.	IFSC CODE	
9.	MICR NO.	

(Seal &amp; Signature of the Bidder)

Sd/-  
(Research Officer, Publication )

Sd/-  
(Head Procurement)

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(Registrar)

Sd/-  
(Financial Advisor)

<b>Envelop No- 02- Annexure – II - Commercial Bid (Item-wise Rates)</b>				
Sr. No.	ITEM / SERVICE	Rate Amount in Rs. (Inclusive of all taxes, Duties, Levies, Transportation, Delivers and Handling Excluding GST)		ITEM NO.
		In Fig.	In Words	
1	D.T.P. (Including two proofs on ordinary paper and final proof on tracing paper) (Rate per page) (Handwritten text matter/hard copy would be provided by the Academy)			
	I.	English (Roman Script)		
	i)	1/4 Demi size page (8.5" x 11")		1
	ii)	1/8 Demi Size Page (5.5" x 8.5")		2
	iii)	Double Crown Size Page (7" x 9.5")		3
	II.	Marathi/Hindi (Devnagiri Script)		
	i)	1/4 Demi size page (8.5" x 11")		4
	ii)	1/8 Size Page (5.5" x 8.5")		5
	iii)	Double Crown Size Page (7" x 9.5")		6
	III.	Inside Pages DTP with Two Colour (Marathi/English) (like Headings, Header, Footer and Text Tables etc. in other colour)		
	i)	1/4 Demi size page (8.5" x 11")		7
	ii)	1/8 Demi Size Page (5.5" x 8.5")		8
	iii)	Double Crown Size Page (7" x 9.5")		9
	IV.	Inside Pages DTP with Major Design/Artwork (Marathi/English) (Like Multi Colour Text, FlowChart, Graphs, Maps, Diagrams, Scanned Images, Tables in multicolour effects) in case of minor designing works in involving few lines of multi-colour text only this rate is applicable.		
	i)	1/4 Demi size page (8.5" x 11")		10
	ii)	1/8 Demi Size Page (5.5" x 8.5")		11
iii)	Double Crown Size Page (7" x 9.5")		12	
iv)	A3 size (16.53 x 11.69)		13	
2	Page Layouting Charges (Soft copy of the matter in MS-Word format would be provided by the Academy) (including two proofs on ordinary paper and final printout on tracing paper)			
	I.	1/4 Demi size page (8.5" x 11")		14
	II.	1/8 Demi Size Page (5.5" x 8.5")		15
	III.	Double Crown Size Page (7" x 9.5")		16

Sd/-  
(Research Officer, Publication )

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(Head Procurement)

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(Registrar)

Sd/-  
(Financial Advisor)

Sr. No.	ITEM / SERVICE	Rate Amount in Rs. (Inclusive of all taxes, Duties, Levies, Transportation, Delivers and Handling Excluding GST)		ITEM NO.	
		In Fig.	In Words		
3	Printouts on tracing Paper (Soft copy of the final draft would be provided by the Academy) (Rate per page)				
	I.	1/4 Demi size page (8.5" x 11")			17
	II.	1/8 Demi Size Page (5.5" x 8.5")			18
	III.	Double Crown Size Page (7" x 9.5")			19
	IV.	A3 size (11" x 17")			20
4	Four Colour Digital Designing of Books covers (including of two alternative designs and soft copy of final/selected design)				
	I.	A4 size			21
	II.	A3 Size			22
	III.	18" X 23" size posters			23
5	Positive Making Charges (including Processing & Colour Separation for Offset Printing jobs (Rate per sq. cm.))				
	I.	Single Colour For line work & half tone including mixing			24
	II.	Four Colour For line work & half tone including mixing			25
6	Plate Making Charges (Rate per plate)				
	I.	Deep Etch Plate (18"X23")			26
	II.	Pre Sensitised Coated Plate (18"X23")			27
	III.	Computer to Plate (19"X25")			28
	IV.	Polyester Plate (18"X25")			29

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(Head Procurement)

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(Registrar)

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(Financial Advisor)

Sr. No.	ITEM /SERVICE	Rate Amount in Rs. (Inclusive of all taxes, Duties, Levies, Transportation, Delivers and Handling Excluding GST)		ITEM NO.	
		In Fig.	In Words		
7	Offset Printing (18" x 23" Size Paper) (Rate per thousand copies)				
	I.	Black Ink Printing			
		i)	Upto 1000 copies		30
		ii)	Above 1000 copies		31
	II.	Colour Ink Printing			
		i)	Upto 1000 copies		32
		ii)	Above 1000 copies		33
	III.	Set of Four Colour Ink Printing			
		i)	Upto 1000 copies		34
		ii)	Above 1000 copies		35
8	Folding for Text Paper (Rate per fold)			36	
9	Creasing for covers (Rate per Crease)			37	
10	Machine Sticking Charges (Rate per form)			38	
11	Lamination (Using BOPP film) (Rate for both side of a book cover)				
	I.	Matt Lamination			
		i)	1/4 Demi size		39
		ii)	1/8 Demi size		40
		iii)	Double Crown size		41
	II.	Gloss Lamination			
		i)	1/4 Demi size		42
		ii)	1/8 Demi size		43
		iii)	Double Crown size		44
	III.	Spot + UV Lamination (Rate per sq.inch)			45
	VI.	Stich Binding with straw board / millboard; head bound and tail bound book (Gally Binding on case making machine) including collating and cutting (Rate per book)			
		i)	1/4 demi size		66
		ii)	1/8 demi size		67
		iii)	Double crown size		68
	VII.	Book Binding (e.g. Receipt/Bill Book, Accommodation Register, Tapal Register) (Rate per Book)			
		i)	1/8 Size (100 to 300 pages)		69
		ii)	A4 Size (100 to 300 pages)		70
iii)		Legal Size (100 to 300 pages)		71	

Sd/-  
(Research Officer, Publication )

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(Financial Advisor)

Sr. No.	ITEM /SERVICE	Rate Amount in Rs. (Inclusive of all taxes, Duties, Levies, Transportation, Delivers and Handling Excluding GST)		ITEM NO.	
		In Fig.	In Words		
13	VIII.	Pad Binding (with card boards on one sides with paper flap) (Rate per pad)			
	i)	Upto 100 pages		72	
	ii)	Upto 200 pages		73	
	iii)	Above 200 pages		74	
	Paper (The bill is expected to be charged as per actual consumption of paper for the Academy's printing jobs including cost of wastage paper permissible upto 10% for upto 1000 copies and 5% for above 1000 copies of monocolour jobs and upto 20% for upto 1000 copies and 5% for above 1000 copies of multi-colour jobs)				
	I.	Maplitho (Rate per ream of 18" x 23")			
		i)	60 gsm		75
		ii)	70 gsm		76
		iii)	80 gsm		77
		iv)	100 gsm		78
	II.	Maplitho (Rate per ream of 18" x 25")			
		i)	70 gsm		79
		ii)	80 gsm		80
III.	Maplitho (Rate per ream of 20" x 30")				
	i)	70 gsm		82	
	ii)	80 gsm		83	
IV.	Super Sunshine (Rate per ream of 18" x 23")				
	i)	80 gsm		85	
	ii)	100 gsm		86	
V.	Lucky Parchment (Rate per Ream of 18" x 23")				
	i)	80 gsm		87	
VI.	Ledger Paper (Rate per ream of 18" x 23")				
	i)	70 gsm		88	
	ii)	80 gsm		89	
VII.	Indian Art Paper/Art Card (18" x 23")				
	i)	100 gsm (Rate per Ream)		90	
	ii)	130 gsm (Rate per Ream)		91	
	iii)	170 gsm (Rate per Ream)		92	
	iv)	210 gsm (Rate per 100 sheets)		93	
	v)	250 gsm (Rate per 100 sheets)		94	
	vi)	300 gsm (Rate per 100 sheets)		95	
	vii)	350 gsm (Rate per 100 sheets)		96	

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Sr. No.	ITEM /SERVICE	Rate Amount in Rs. (Inclusive of all taxes, Duties, Levies, Transportation, Delivers and Handling Excluding GST)		ITEM NO.
		In Fig.	In Words	
VIII.	Indian Art Paper/Art Card (18" x 25")			
	i)	100 gsm (Rate per Ream)		97
	ii)	130 gsm (Rate per Ream)		98
	iii)	170 gsm (Rate per Ream)		99
	iv)	210 gsm (Rate per 100 sheets)		100
	v)	250 gsm (Rate per 100 sheets)		101
	vi)	300 gsm (Rate per 100 sheets)		102
	vii)	350 gsm (Rate per 100 sheets)		103
IX.	Indian Art Paper/Art Card (Rate per ream of 15" x 20")			
	i)	100 gsm (Rate per Ream)		104
	ii)	130 gsm (Rate per Ream)		105
	iii)	170 gsm (Rate per Ream)		106
	iv)	210 gsm (Rate per 100 sheets)		107
	v)	250 gsm (Rate per 100 sheets)		108
	vi)	300 gsm (Rate per 100 sheets)		109
	vii)	350 gsm (Rate per 100 sheets)		110
X.	Colour Paper (Rate per ream of 18" X 23")			
	i)	40gsm (Rate per Ream of 480 sheets)		111
	ii)	45gsm (Rate per Ream of 480 sheets)		112
	iii)	50gsm (Rate per Ream of 480 sheets)		113
XI.	Royal Executive Bond 75 gsm (Rate per 500 sheets)			
	i)	A4 Size		114
	ii)	18" X 25" size 80 gsm		115
XII.	Card Sheet Covers (Rate per sheet required for both sides of A4 size book)			
	i)	A3 Size Ordinary Card Sheet		116
	ii)	A3 Size Indian Ivory Card		117
XIII.	Cover Paper			
	ii)	Texture Paper (12"X18")		118
	iii)	Imported Paper (12"X18")		119
XIV.	Supply of Printed Visiting Cards (Rate per 100) (Print through Digital Print on 210 gsm Art Card including Design)			
	i)	Single Side		120
	ii)	Both Side		121
XV.	White Sticker Paper (High quality release paper for offset printing) (Rate Per Packet of 100 Sheets)			
	i)	90 gsm of 15 X 20 size		122

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			(Inclusive of all taxes, Duties, Levies, Transportation, Delivers and Handling Excluding GST)		
			In Fig.	In Words	
	XVI.	Supply of A4 size Andhra Craft (Brown) Paper Envelopes (Rate per envelope)			
		i)	80 gsm with inside lamination		123
		ii)	80 gsm without lamination		124
	XVII.	Cloth Envelope (plain cloth)			
14	Proof Reading (Marathi / English) (Rate Per Page)				
	I.	A4 size page			126
	II.	A5 size page			127
	III.	Double Crown size page			128
15	Copy Editing (Marathi / English) (Rate Per Page)				
	I.	A4 size page			129
	II.	A5 size page			130
	III.	Double Crown size page			131
16.	Translation Charges (Marathi to English) (Rate per Page)				
	I.	A4 size page			132
	II.	A5 size page			133
	III.	Double Crown size page			134
17.	Translation Charges (English to Marathi) (Rate per Page)				
	I.	A4 size page			135
	II.	A5 size page			136
	III.	Double Crown size page			137
18	Screen Exposure for Screen Printing Jobs of Upto A4 size (Rate per screen)				138
19	Screen Printing of job size upto 1/8 Demi size (Rate per impression)				
	I.	i)	Upto 200 copies		139
		ii)	Above 200 copies		140
20	Screen Printing of job size upto A4 size (Rate per impression)				
	I.	i)	Upto 200 copies		141
		ii)	Above 200 copies		142
21	Black & White Laser Printouts on xerox paper (including cost of paper) (Rate per copy)				
	I.	A4 size (Single Side)			
		i)	Upto 100 copies		143
		ii)	Upto 200 copies		144
iii)		Above 200 copies		145	

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Sr. No.	ITEM /SERVICE	Rate Amount in Rs. (Inclusive of all taxes, Duties, Levies, Transportation, Delivers and Handling Excluding GST)		ITEM NO.	
		In Fig.	In Words		
	A4 size (Both Side)				
	i) Upto 100 copies			146	
	ii) Upto 200 copies			147	
	iii) Above 200 copies			148	
22	4 colour Digital Printing on gloss paper (Rate per copy including paper)				
	I.	A4 Size (100 gsm to 250 gsm Art Paper)			
		i)	First/Single/Extra Copy		149
		ii)	Up to 50 copies		150
		iii)	50 to 100 copies		151
		iv)	100 to 200 copies		152
	II.	12" X 18" Size (100 gsm to 250 gsm Art Paper)			
		i)	First/Single/Extra Copy		153
		ii)	Up to 50 copies		154
		iii)	50 to 100 copies		155
		iv)	100 to 200 copies		156
	III.	Printed on White/Transparent Sticker Paper (12" x 18" size )			
		i)	First/Single/Extra Copy		157
		ii)	Up to 50 copies		158
		iii)	50 to 100 copies		159
		iv)	100 to 200 copies		160
23	Die Making Charges (upto A4 size)			161	
24	Punching Charges (Rate Per 1000 Punches) (upto A4 size)			162	
25	Half Cutting Charges for sticker paper (Rate per cut)			163	
26	Perforation Charges (Rate per 1000 sheets of upt to A4 size)			164	
27	Machine/Hand Numbering Charges (Rate Per 100 Numbers/impressions)			165	
28	Folder Pocket Pasting (using high quality Gum) (Rate Per pocket)			166	
29	Envelope Making Charges (Rate Per 100 Qty)				
	I.	Upto 6"X9" Size		167	
	II.	A4 Size		168	
	III.	9" X 12" Size		169	
30	I-Crad with Less Printing & Per card & Less			170	

Place:

Signature

Date:

Name of Firm &amp; Person:

Designation:

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**Annexure– III**  
**DECLARATION**

(Printed on letterhead, scanned and to be uploaded)

**Declaration as regards acceptance of terms and conditions of contract**

1. I \_\_\_\_\_, Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor /Director /authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have read the terms of the contract regarding penalties/fines for shortfall in delivery of services. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Full Name: Seal:  
Signature of authorized person

Place:

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