INDIAN COUNCIL OF HISTORICAL RESEARCH

35 FEROZESHAH ROAD, NEW DELHI 110 001

Dated: 16/02/2016

F.No. 2015-16 /publication

<u>Subject</u>: Regarding obtaining Quotations for printing of Catalogues (Publication lists) of the Council.

De	ar Sir/Madam,	
То	,	
fol 17. <u>De</u> Qu	lowing specifications and below no. Quotation must be sealed and sealed and sealed at the address given above totations for printing of Catalogues.	e printing of Catalogues (Publication lists) of the Council as per mentioned terms and conditions for the period of a year i.e.2016- ent to "Member Secretary", ICHR, 35 Ferozeshah Road, New and the envelope containing the quotation is super—scribed " is (Publication lists) of the Council". The last date for receipt of cons received after this will not be entertained.
	e specifications for the RFR Boolows.	oklet and its terms and conditions for their printing are as
1.	Name of the job	Designing & printing of Catalogues (Publication lists)
2.	Size of publication	5.5 "X 8"
3.	Number of pages	100 pages
4.	Paper	Maplitho 80 GSM ,Art card cover with lamination, DTP (Paper sample must be attached with quotation)
5.	Print order	2000 copies
6.	Printing	Printer has to design artwork & prepare date sheet as per the layout supplied by the ICHR and print after approval of the department.
7.	Colour	Four Colour
8.	Binding	Good quality

9. Time for delivery

The complete job is to be done in 15 days time from the issue of work order. The printer will, at his own cost, deliver the printed copies to the ICHR, New Delhi.

- 10. A sealed bid without the paper samples will be rejected without any notice. Rates quoted by the firm will be accepted only after the approval of the sample. All samples should be duly stamped with name of the vendor and bear the signature of the proprietor. The quality of material and the workmanship shall be prime consideration.
- 11. Designing and printing of Catalogues (Publication lists) work would be done as per our requirement and accordingly payment may be released on submission of bill after the satisfactory completion of work and delivery of the items.
- 12. Packing & forwarding: The Catalogues (Publication lists) should be duly packed properly, tied-up into suitable bundles of 100 each to ensure safety of the contents so as to avoid loss or damage in transit.
- 13. Artwork will be the property of the ICHR (to be given to the ICHR in a CD by Printer).
- 14. Printing/Publishing Agencies in joint venture format cannot apply for the job.
- 15. Penalty for delay and mistakes: 5% penalty for every week's delay for left over job subject to a maximum of 10% of the total cost of job. Further, the ICHR reserves the right to terminate the job if the performance of the agency is not satisfactory or the delivery of the Catalogues (Publication lists) is delayed beyond 31st Mar 2016.
- 16. All the penalties, losses, shortages etc. shall be recoverable from the lending bills of the Printers.

(Ramesh Yernagula) Deputy Director (Admn.)

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Performa for submitting Quotations for design (Publication lists) of the Council.	ing and printing of Catalogues
Name of the firm	
Designing & printing of Catalogues (Publication lists) of the Council	Rate (Write in words) quoted for the job (Inclusive of all taxes and all other charges)
(Rate for each copy of Catalogue) As per Specifications, terms and Conditions mentioned	Rs.
Dated : Place :	
(Si	ignature of the authorised signatory)

Name & Address of the Firm/Printer