

NOTICE INVITING TENDER

IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN THE CPP PORTAL, THE INFORMATION/DATA UPLOADED IN CPP PORTAL SHOULD BE TREATED AS FINAL.

Tender Reference No: IG/MPDD/2025-26/04

Dated: 10.08.2026

Online Technical & Financial Bids (separately) are invited from eligible offset printers across India on behalf of the Vice Chancellor of IGNOU for Empanelment as Offset Printers on print job category wise L-1 basis for **Printing and Supply of Study Material with 70 GSM Maplitho Text Paper (white) and 170 GSM Art Card for Cover and other Publications** at IGNOU Headquarters, Maidan Garhi, New Delhi-110068. Tender form is available at <http://eprocure.gov.in/eprocure/app> and Notice Inviting Tender (NIT) is available at www.ignou.ac.in. **Manual/offline bids shall not be accepted in any form under any circumstances except for submission of 05 printed books/study materials.**

Empanelment of Offset Printers for Printing and supply of Study Material with 70 GSM Maplitho Text Paper (white) and 170 GSM Art Card for Cover and other Publications at IGNOU Headquarters, Maidan Garhi, New Delhi.	
<i>Estimated cost</i>	Rs. 65 Crore per year (Rupees Sixty Five Crore per year)
<i>Period of Contract</i>	Two years (24 months) and further extension of 01 year (12 months) at the discretion of IGNOU may be extended on same T&Cs.
<i>Earnest Money Deposit</i> (EMD to be submitted in online mode only (NEFT/RTGS) as per the following details: Account No:-2257000100017009 IFSC Code: PUNB0225700 Name of Bank:- Punjab National Bank (Address of the Bank: IGNOU, Maidan Garhi, New Delhi-110068)	Rs. 14,13,043/- (Rupees Fourteen Lakh Thirteen Thousand Forty Three only). Micro and Small Enterprises (MSEs) as defined in the Deptt. of MSME and Registered Start-ups registered with DPIIT, are exempted from payment of EMD. MSEs applying for the said tender would get the only benefit of exemption of prescribed EMD. For this, it is mandatorily for them to submit the MSEs valid registration certificate. The present Tender/Work is composite in nature involving execution of specialized work/service along with provisioning/utilization of materials/items and, therefore, the payment provision is applicable to pure supply contract U/S 15 & 17 of the MSMED Act 2006 may not apply in their ordinary form.
<i>Tender Processing Fees</i> Account No:-2257000100000012 IFSC Code: PUNB0225700 Name of Bank:- Punjab National Bank (Address of the Bank: IGNOU, Maidan Garhi, New Delhi-110068)	Rs. 20,000/- through online mode (non refundable)
<i>Types of Bidding Evaluation Method</i>	Two Bid System and least cost selection system
<i>Date of Publishing e-tender</i>	12.08.2026 (17:00 Hrs.)
<i>Clarification Start Date and Time</i>	12.08.2026 (17:15 Hrs.)
<i>Clarification End Date and Time</i>	19.08.2026 (11:00 Hrs.) No queries shall be entertained after clarification end date and time.
<i>Starting Date & Time of Uploading of Bids</i>	19.08.2026 (11:30 Hrs.)
<i>Last Date and Time of uploading of Bids</i>	08.09.2026 (11:00 Hrs.)
<i>Last Date and Time to Physically submit the 05 printed Books/Study Material by bidders depicting their firm's names on imprint page in the sealed envelope in the Tender Box kept at Room No. 22, Block-1, MPDD, IGNOU, Maidan Garhi, New Delhi-110068</i>	08.09.2026 (13:00 Hrs.)
<i>Date and Time of opening of Technical Bid</i>	09.09.2026 (12:00 Hrs.)
<i>Date & Time of the Opening of the Financial Bid</i>	Will be intimated in due course of time.
<i>Bid Duration</i>	21 days
<i>Bid validity</i>	120 days from the date of opening of Technical Bid.
NOTE:- IF THERE IS ANY DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND ANY WHERE IN THE TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.	

Interested bidders may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>. **Bidders should regularly visit the website to keep themselves updated.**

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and for submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/registration, the bidders should provide the correct/true information including a valid email-id & mobile no. etc. All the correspondence, shall be made directly with the printers/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering, possession of a valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate (DSC) with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their userID/ password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENT

- (i) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc. to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- (i) For preparation of bid, bidders shall search the tender from published tender list available on site and download the complete tender document, and should take into account corrigendum, if any, published before submitting their bids. After selecting the tender document the same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- (iii) Any pre-bid clarifications, if required, the same may be obtained online through the tender site or through the contract details given in the tender document.
- (iv) Bidders, should keep ready the bid documents in advance in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.

- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details, etc., under “My Space/ Other Important Document” option, which can be submitted as applicable, This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS

- (i) Bidders should log into the site well in advance for bid submission so that he/she uploads the bid well in time i.e. on or before the bid submission time. Bidders will be responsible for delay, if any, due to any issues.
- (ii) Bidders should prepare the Tender EMD as per the instructions specified in the NIT/tender document. The details should tally with the details available in the scanned copy and the date entered during bid submission time otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidders shall read the terms & conditions of CPP Portal and accept the same in order to proceed further to submit their bids.
- (iv) The Bidders shall submit EMD through Account No. given in the Tender document.
- (v) Bidders shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall not assume the very act of using DSC for downloading the tender document and uploading their offers as deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken by the bidders for uploading Schedule of quantities & Prices and any change/modification by the Bidders shall render it unfit for bidding. Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidders, the bid will be rejected and dealt further as per provision of Clause No. 23.0 of Instruction To Bidders (ITB) including forfeiture of EMD. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**

Note: Fill all the columns of price file at Annexure-II carefully.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock).

The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.

- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening, etc. in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender document. The contact number for query, if any, related to tender document is **011-29572003** (10:00 AM to 5:00 PM).
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk at. Toll Free number 1800-3070-2232, Mobile Nos. 91-7878007972 and 91-7878007973.
- iii) In case of technical query not resolved by CPP Portal Helpdesk, you may contact Nodal Officer, eProcurement, IGNOU at **9868258158**.

INSTRUCTIONS TO THE BIDDERS

1. Preparation and Submission of Bids:

The bidder should download the bid documents from CPP Portal <http://eprocure.gov.in/eprocure/app> and upload the bid online in two parts viz. Technical Bid and Financial Bid within the due date and time.

2. Technical Bid: The bidders are required to upload the scanned copies of all relevant documents as asked for in the Technical Bid Form as per Annexure-I.

3. Financial Bid

a) Bidders are required to quote rates for per printed page, one side blank page (A4 & A5 sizes) including the cost of Maplitho Text Paper and Cover Paper costs separately. Amount shall be calculated in Indian Paissa per page up to two decimals only (**excluding all taxes**). **Example: Valid Rs. 0.20, Rs.0.12, Invalid: Rs. 0.213, Rs. 0.2341.**

b) GST shall be paid as per existing Government of India rules.

c) The currency of all quoted rates shall be in Indian Paissa in figures only.

d) In preparing the financial bids, bidders are expected to take into account the requirements of the Terms & Conditions laid down in this Tender document. The financial bids should be uploaded online as per the Annexure-II with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Scope of work of the assignment.

e) The Financial bid should be according to the format given in the Tender Document. It should be ensured that no required value against an item is missed. If a bidder quotes NIL charges, the bid shall be treated as unresponsive and will not be considered. All the totals should be correct.

4. Bidders are required to upload Price Bid in BoQ_XXXX.xls: A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should mandatorily upload their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and upload it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid shall be rejected.

5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from the CPP Portal.

6. The information and Instructions for bidders posted on CPP Portal, the bidders are advised to visit CPP Portal regularly for latest updates (if any).

7. The bidders must physically submit their 05 printed books/study material as mentioned in the Notice Inviting Tender (NIT) depicting their firm's name on imprint page. **The tender without submission of the same shall summarily be rejected and no representation in this regard shall be entertained by the University.**

8. As this tender is for empanelment of offset printers, the University reserves the right to restrict the number of printers for empanelment by applying any reasonable criteria. No representation in this regard shall be entertained for inclusion of name by any of the bidders.

9. Only those documents which are legible shall be treated as part of the bid document. Non-readable documents shall not be treated as part of the bid document.

10. **While uploading their bids through online e-tendering system, bidders should ensure that all necessary information is correctly uploaded as per Eligibility Criteria. Uploading of false/misleading/unsubstantial information would lead to rejection of the bid and debar the bidder from bidding in the future tenders of IGNOU.**

11. Last Date for Uploading of Tender

- a. Online bids complete in all respects, must be uploaded on or before the last date and time specified in the Notice Inviting Tender (NIT).
- b. IGNOU may, at its own discretion, extend the last date for uploading of tender.

12. Tender Processing Fee

The bidder must pay non-refundable online tender processing fees of Rs. 20,000/- (Rs. Twenty thousand only) to cover administrative costs of processing and evaluation of the e-bids.

13. EMD

- a) The Bidder shall pay online EMD of Rs. 14,13,043/- (Rupees Fourteen Lakh Thirteen Thousand Forty Three only). Micro and Small Enterprises (MSEs) as defined in the Deptt. of MSME and Registered Start-ups registered with DPIIT, are exempted from payment of EMD. MSEs applying for the said tender would get the only benefit of exemption of prescribed EMD. For this, it is mandatorily for them to submit the MSEs valid registration certificate. The present Tender/Work is composite in nature involving execution of specialized work/service along with provisioning/utilization of materials/items and, therefore, the payment provision is applicable to pure supply contract U/S 15 & 17 of the MSMED Act 2006 may not apply in their ordinary form.
- b) **The EMD amount of unsuccessful Bidders shall be returned online without interest within 60 days after Notification of Empanelment of the tender and that of the Successful Bidder's EMD be kept with the University and returned after receiving the Performance Security.**

14. Bid Validity

- a) All the Bids shall be valid for a period of 120 days from the date of opening of Technical Bid.
- b) A bid valid for a shorter period shall be declared as non-responsive.

15. Steps for Empanelment of Printers

The following steps would be followed for empanelment of printers:-

Step I: Opening of Technical Bid and Financial Bid and Evaluation:

a) Technical Bid

- (i) Printed Book verification for Print Line of the bidders.
- (ii) Scrutiny of the requisite documents as per the Technical Bid Form (Annexure-I).
- (iii) Physical Inspection of firms on-site for those bidders who have successfully fulfilled the (i) & (ii) above.

The bidder satisfying all the above three criteria ((i), (ii) & (iii)) will be declared as Technically qualified and will be eligible for Opening of Financial Bid.

b) Financial Bid

- (i) Opening of the Financial Bid and arriving at L-1 rates.

If any item is left blank in the Financial Bid, the same will be rejected.

Step II: Finalization of L-1 rates of different print job categories.

Step III: Offering of L-1 rates of various categories of print job along with the Terms & Conditions and proforma of the agreement to the qualified bidders by MPDD for acceptance.

Step IV: Those who have accepted all the L-1 rates should submit signed copy of L-1 rates, signed copy of Terms & Conditions, signed Contract Agreement (in duplicate) on Rs. 100/- Non-Judicial stamp paper duly notarized along with Security Deposit and Performance Security.

- 16. The bidder shall physically submit required 05 printed Books/Study Material printed depicting their firm's names on imprint page in sealed envelope in the tender box kept at **Room No. 22,**

Block-1, MPDD, IGNOU, Maidan Garhi, New Delhi-110068 on or before last date of bid submission as mentioned in the Notice Inviting Tender. Printed books may also be sent through Speed Post to the above said address. However, please ensure that it must reach within the date and time mentioned in the NIT. The University will not be responsible for delay in delivery of printed books/study materials by the Postal Department.

17. **Any of the conditions not full filled by the bidders at any stage will result in disqualification of the bid.**
18. The details in **Annexure-I (Technical Bid Form)** and **Annexure-II (Financial Bid Form)** is required to be uploaded on CPP Portal. After finalization of L-1 rates, Offer Letters for acceptance of L-1 rates shall be issued. Those who have expressed acceptance for empanelment, they have to submit prescribed Performance Security in the form of irrevocable Bank Guarantee/FDR/e-PBG and Security Deposit as stated in **Annexure-III** along with the singed and stamped copy of **Annexure-IV** (Terms & Conditions) which is a pre-requisite for entering into an Contract Agreement with IGNOU (in duplicate) on Rs. 100/- non-judicial stamp paper as at **Annexure-V**. The University reserves the right to extend the Contract for a further period of one year as per the exigencies on the same rates, Terms and Conditions at the sole discretion of the Competent Authority of IGNOU.
19. Uploading of bids does not entitle the bidder to be automatically empanelled.
20. Provision of restrictions regarding local content and purchase preference to local supplier in terms of Make in India Policy of Govt. of India shall be applicable.
21. The University reserves the right to cancel the Tender at any stage including finalization of Printers at any point of time without pointing out any reason to the Printer.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Material Production and Distribution Division
Maidan Garhi, New Delhi-110068

e-Tender Notice

IGNOU invites e-tenders for **Printing and Supply of Study Material and other Publications with Maplitho Text Paper and Art Card** for Cover through Two Bid system i.e., Technical and Financial Bids, separately, from the eligible Offset Printers across India, for Empanelment of Offset Printers at IGNOU Campus, Maidan Garhi, New Delhi-110068, on print job category-wise L-1 basis for a period of 24 months with a provision of further extension of 12 months.

The eligibility criteria and detailed terms & conditions for empanelment are available in Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and Notice Inviting Tender (NIT) is available at University's website www.ignou.ac.in.

e-Tenders Technical & Financial Bids separately (two bid system) duly completed in all respects are to be uploaded in the CPP Portal <http://eprocure.gov.in/eprocure/app> only, latest by the time & date as specified in the 'Tender Document'. The bidder must submit 05 printed sample copies depicting their firm's name on imprint page send by hand/speed post. No postal delay will be allowed after last date of the submission of bids.

Registrar (MPDD)

ELIGIBILITY CRITERIA TO QUALIFY TECHNICAL BID

- 1) Physically submission of 05 printed Books/Study Material by the bidders depicting their firm's names on imprint page in the sealed envelope in the Tender Box labeled as "Sample Copies of Books for Empanelment of Offset Printers" kept at Room No. 22, Block-1, MPDD, IGNOU, Maidan Garhi, New Delhi-110068. The sealed envelope should indicate tender number and opening date.
- 2) Number of Printing Machines required
 - (i) Minimum Three Single-Colour Machines of minimum size of 23"×36" or 25"×38".
OR
Minimum Two Single-Colour Machines and One Double-Colour/Perfector Machines of minimum size of 23"×36" or 25"×38"
OR
Minimum Two Single-Colour Machines minimum size of 23"×36" or 25"×38" and One Web Single Colour Offset Machine with minimum size of 610 mm cut size.
 - (ii) Minimum Two Four-Colour Machines of minimum size of 18"×23" or 19"×26" or 28"×40" or 20"×30"
- 3) In-house DTP facility at least one Computer with latest publishing software (Page Maker/In-design, Corel Draw etc.) and valid license of any one of these software.
- 4) In-house Plate-making equipments required:

	<u>Minimum</u>
(i) Printing Down Frame	One
(ii) Pasting Table	One
(iii) Computer to Plate (CTP)	One
- 5) Binding Machinery required

	<u>Minimum</u>
(i) Cutting Machine	Two
(ii) Folding Machine	One
(iii) Stitching Machine	One
(iv) Perfect Binding Machine	Three
- 5a) **Desirable:** Gathering Machine (min. 12 terminals) One
- 6) Minimum Storage Space required: 100 Sq. Mtr. space in safe and secure pest free environment/secured from rain water, storm etc for storing of Printed Material.
- 7) Receipt/Remittance details EMD of Rs. 14,13,043/- (Rupees Fourteen Lakh Thirteen Thousand Forty Three only) or NSIC/MSME/DPIIT Certificate for exemption of EMD to be uploaded. Micro and Small Enterprises (MSEs) as defined in the Deptt. of MSME and Registered Start-ups registered with DPIIT, are exempted from payment of EMD. MSEs applying for the said tender would get the only benefit of exemption of prescribed EMD. For this, it is mandatorily for them to submit the MSEs valid registration certificate. The present Tender/Work is composite in nature involving execution of specialized work/service along with provisioning/utilization of materials/items and, therefore, the payment provision is applicable to pure supply contract U/S 15 & 17 of the MSMED Act 2006 may not apply in their ordinary form.
- 8) Certificate of minimum five years of work experience of Printing of Books/Study Material in Government Institutions/Government Universities to be uploaded. Work Order will not be accepted as a proof of work experience.
- 9) Minimum Annual Turnover of Rs. 2.25 Crore of last three consecutive financial years (2022-23, 2023-24 & 2024-25) duly certified by the Chartered Accountant to this effect. The certifying Chartered Accountant must mention his UDI Number also to be uploaded. **Balance sheet should not be uploaded.**
- 10) Income Tax returns for last three consecutive financial years (2022-23, 2023-24 & 2024-25) to be uploaded.
- 11) Valid Pollution Under Control (PUC) Certificate, at least till last date of the Bid, must be submitted. In case, the same expires after the submission of the Bid, during the process of

Physical Inspection, the details/documents related to renewal/fresh application to be shown. If exemption is claimed appropriate Government order/Notification/Certificate, as the case may be, must be uploaded.

- 12) Valid self-attested copies of the Provident Fund (PF) and Registration of Employees' State Insurance (ESI) Certificates must be uploaded. If the firm is not covered under these Acts a certificate on the Letter head stating the reasons for non-applicability must be provided.
- 13) Copy of Factory Registration Number (under Factory Act) and copy of Press Declaration Certificate (under Press Act) to be uploaded.
- 14) Duly notarized Affidavit on Rs. 100/- Non-Judicial Stamp Paper *inter alia* stating that the firm/bidder is not de-empanelled and black-listed by any other Government Organization/Government Agency, not under any liquidation, court receivership or similar proceedings and not bankrupt. No litigation under GST Act/Income Tax Act/Companies Act/Copyright Act or any other law which has criminal consequences is pending.
- 15) The stamp paper purchase date and the notarization date shall be within the period of the starting date and last date for the uploading of the Technical Bid. It is further clarified that the undertaking shall not be considered in any manner.
- 16) Ownership title of Premises of Printing Press must be uploaded (Registered Lease/ Registered Rent Agreement/Registration Certificate of Property)
- 17) All printing machines and accessories of minimum criteria must be owned by the applicant. Premises may be owned or under registered lease/rent agreement.
- 18) Copies of ownership documents such as invoices of all machines mentioned above and self-declaration of storage space must be uploaded on the CPP Portal.

Note: All printing machines and accessories of minimum criteria must be owned by the applicant. Premises owned or may be on Registered Lease/Registered Rent Agreement

Note: Copies of ownership documents such as invoices of all machines mentioned at Sl. No. 2 to 5, self declaration for storage space mentioned at Sl. No. 6 and copies of documents mentioned at Sl. No. 6 to 18 above must be uploaded on CPP portal.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Technical Bid Form

1. Name of the Offset Printer : _____
2. Full address with telephone, mobile, : _____
 Fax numbers and E-mail : _____

- (a) Address of Press Premises: Unit-I : _____

- (b) Address of Press Premises: Unit-II : _____

- (c) Head/Regd. Office, if any : _____
3. PAN/TAN/GSTIN Number : _____

Items	Documents uploaded	Page No.	Yes/No
1) Physically submission of 05 printed Books/Study Material depicting firm's names on imprint page in the sealed envelope in the Tender Box kept at Room No. 22, Block-1, MPDD, IGNOU, Maidan Garhi-110068.			
2) Number of Minimum Printing Machines required: (Owned)			
i) Three Single-Colour Machines of minimum size 23"×36" or 25"×38"			
Or Two Single-Colour Machines and One Double-Colour/Perfactor Machine of minimum size 23"×36" or 25"×38"			
Or Two Single-Colour Machines minimum size 23"×36" or 25"×38" and One Web Single Colour Offset Machine with minimum size of 610 mm cut size.			
ii) Two Four-Colour Machines of minimum size 18"×23" or 19"×26" or 28"×40 or 20"×30"			
3) In-house DTP facility at least one Computer with latest publishing software (Page Maker/In-design, Corel Draw etc.) and valid license any one of these software			
4) In-house Plate-making-Minimum equipments required: (Owned)			
i) Printing Down Frame <u>Minimum</u> One			
Pasting Table One			
iii) Computer to Plate (CTP) One			
5) Binding Machinery: (Owned)			
i) Cutting Machine <u>Minimum</u> Two			
ii) Folding Machine One			
iii) Stitching Machine One			
iv) Perfect Binding Machine Three			
5a) Desirable: Gathering Machine (min. 12 ter.) One			

6)	Minimum Storage Space 100 Sq. Mtr. space in safe and secure pest free environment/ secured from rain water, storm etc for storing of Printed Material. (self declaration).			
7)	Receipt/Remittance details of Rs. 14,13,043/- (Rupees Fourteen Lakh Thirteen Thousand Forty Three only) or NSIC/MSME/DPIIT Certificate for exemption only. Micro and Small Enterprises (MSEs) as defined in the Deptt. of MSME and Registered Start-ups registered with DPIIT, are exempted from payment of EMD. MSEs applying for the said tender would get the only benefit of exemption of prescribed EMD. For this, it is mandatorily for them to submit the MSEs valid registration certificate. The present Tender/Work is composite in nature involving execution of specialized work/service along with provisioning/utilization of materials/items and, therefore, the payment provision is applicable to pure supply contract U/S 15 & 17 of the MSMED Act 2006 may not apply in their ordinary form.			
8)	Certificate of minimum five years of work experience of Printing of Books/Study Material in Government Institutions/Government Universities.			
9)	Minimum Annual Turnover of Rs. 2.25 Crore of last three consecutive financial years (2022-23, 2023-24 & 2024-25) duly certified by the Chartered Accountant to this effect. The certifying Chartered Accountant must mention his UDI Number also to be uploaded. Balance sheet should not be uploaded.			
10)	Income Tax returns for last three consecutive financial years (2022-23, 2023-24 & 2024-25).			
11)	Valid Pollution Under Control (PUC) Certificate, at least till last date of the Bid, must be submitted. In case, the same expires after the submission of the Bid, during the process of Physical Inspection, the details/documents related to renewal/fresh application to be shown. If exemption is claimed appropriate Government order/Notification/ Certificate, as the case may be, must be uploaded.			
12)	Valid self-attested copies of the Provident Fund (PF) and Registration of Employees' State Insurance (ESI) Certificates must be uploaded. If the firm is not covered under these Acts a certificate on the Letter head stating the reasons for non-applicability must be provided.			
13)	Copy of Factory Registration Number (under Factory Act) and copy of Press Declaration Certificate (under Press Act) to be uploaded.			
14)	Duly notarized Affidavit on Rs. 100/- Non-Judicial Stamp Paper <i>inter alia</i> stating that the firm/bidder is not de-empanelled and black-listed by any other Government Organization/Government Agency, not under any liquidation, court receivership or similar proceedings and not bankrupt. No litigation under GST Act/Income Tax Act/Companies Act/Copyright Act or any other law which has criminal consequences is pending. The stamp paper purchase date and the notarization date shall be within the period of the starting date and last date for the uploading of the Technical Bid. It is further clarified that the undertaking shall not be considered in any other manner.			
15)	Ownership title of Premises of Printing Press must be uploaded (Registered Lease/ Registered Rent Agreement/Registration Certificate of Property)			

Note: 1. If the uploaded Technical Bid form is found to be modified by the bidder, the bid shall be rejected.

2. The Page No. shall be marked on all the uploaded documents duly signed and sealed by the bidder. The uploaded technical bid without Page No. shall be summarily rejected and no representation in this regard shall be entertained by the University.

- 3. Copies of ownership documents such as invoices of all machines mentioned at Sl. No. 2 to 5, self declaration for storage space mentioned at Sl. No. 6 and copies of documents mentioned at Sl. No. 7 to 15 above must be uploaded on CPP portal.**

Printer's Signature with Rubber Stamp and Self Attested Photograph

Authorized Signatory.....

(With Date)

Name:

(Associated with the press as

Proprietor/Owner/Director/Partner).....

Seal:.....

Certified that:

1. I have read all the terms and conditions, governing the Printing with Maplitho Text Paper and Art Card for cover and supply of study material and other University publications of IGNOU, and hereby agree to abide by them.
2. I understand that the above information provided by me is correct. In case any of the information is found to be false/misleading at any stage, my Tender/my Firm is liable to be rejected/de-empanelled, as the case may be, apart from any administrative action that the University may initiate against me/my firm.

Signature:.....

(With date)

Name :.....

Seal :.....

DECLARATION

I hereby confirm that the information given above in the application form is true to the best of my knowledge and belief.

Signature :

Name :

Seal :

Place :

Date :

Note:

- 1. All uploaded photocopies of required documents should be self-attested with seal.**
- 2. Photocopy of the Ownership title of Printing Press/Premises or Registered Lease/Registered Rent Agreement, duly signed and seal must be uploaded.**
- 3. Bidders are required to fill up all the columns failing which their Technical Bid shall be disqualified.**

ANNEXURE-II

Name of the Bidder/ Bidding Firm / Company :	
<u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) NOTE:- A) Payment will be made on pro-rata basis as per actual number of copies printed for all the items. B) Rate should be quoted inclusive of all except GST.	

Sl. No.	Item Description	Quantity	Units	BASIC RATE (In Figures To be entered by the Bidder) in Rs. P
1	1) PRINTING THROUGH POSITIVE TO PLATE i) Reprinting/Printing Work of SLM and any other University Publications through positive or soft copy (CD), as the case may be, on A4 size (210mm×297mm) and A5 size (148mm×210mm) in 70 GSM Maplitho Paper conforming to IS 1848:2018 (Part-I) and 170 GSM Art Card for Cover Conforming to IS 6956:2001 with latest amendments. Text shall be printed in Single-Colour (S/C), Two Colours (2/C), Three Colours (3/C) & Four-Colours (4/C) and cover to be printed upto 4+4 Colours. The Positives or Soft Copies, as the case may be, shall be provided by IGNOU. All the other costs including Freight on Road (FOR) shall be borne by the Firm. ii) Rates quoted shall be for a printed page as well as for a blank page, separately, including cost of Maplitho text paper and art card for cover as specified above. GST shall be paid as per existing Government of India rules, in addition.			
1.001	Upto 500 Perfect Binding A4 size S/C (Through Positive)	1	Nos	
1.002	Upto 500 Perfect Binding A4 size 2/C (Through Positive)	1	Nos	
1.003	Upto 500 Perfect Binding A4 size 3/C (Through Positive)	1	Nos	
1.004	Upto 500 Perfect Binding A4 size 4/C (Through Positive)	1	Nos	
1.005	501 to 1000 Perfect Binding A4 size S/C (Through Positive)	1	Nos	
1.006	501 to 1000 Perfect Binding A4 size 2/C (Through Positive)	1	Nos	
1.007	501 to 1000 Perfect Binding A4 size 3/C (Through Positive)	1	Nos	
1.008	501 to 1000 Perfect Binding A4 size 4/C (Through Positive)	1	Nos	
1.009	1001 to 2000 Perfect Binding A4 size S/C (Through Positive)	1	Nos	
1.010	1001 to 2000 Perfect Binding A4 size 2/C (Through Positive)	1	Nos	
1.011	1001 to 2000 Perfect Binding A4 size 3/C (Through Positive)	1	Nos	
1.012	1001 to 2000 Perfect Binding A4 size 4/C (Through Positive)	1	Nos	
1.013	2001 to 5000 Perfect Binding A4 size S/C (Through Positive)	1	Nos	
1.014	2001 to 5000 Perfect Binding A4 size 2/C (Through Positive)	1	Nos	
1.015	2001 to 5000 Perfect Binding A4 size 3/C (Through Positive)	1	Nos	
1.016	2001 to 5000 Perfect Binding A4 size 4/C (Through Positive)	1	Nos	
1.017	5001 to 20000 Perfect Binding A4 size S/C (Through Positive)	1	Nos	
1.018	5001 to 20000 Perfect Binding A4 size 2/C (Through Positive)	1	Nos	
1.019	5001 to 20000 Perfect Binding A4 size 3/C (Through Positive)	1	Nos	
1.020	5001 to 20000 Perfect Binding A4 size 4/C (Through Positive)	1	Nos	
1.021	20001 to 50000 Perfect Binding A4 size S/C (Through Positive)	1	Nos	
1.022	20001 to 50000 Perfect Binding A4 size 2/C (Through Positive)	1	Nos	
1.023	20001 to 50000 Perfect Binding A4 size 3/C (Through Positive)	1	Nos	
1.024	20001 to 50000 Perfect Binding A4 size 4/C (Through Positive)	1	Nos	
1.025	50001 and above Perfect Binding A4 size S/C (Through Positive)	1	Nos	

1.026	50001 and above Perfect Binding A4 size 2/C (Through Positive)	1	Nos	
1.027	50001 and above Perfect Binding A4 size 3/C (Through Positive)	1	Nos	
1.028	50001 and above Perfect Binding A4 size 4/C (Through Positive)	1	Nos	
1.029	Upto 500 Centre Stitch A4 size S/C (Through Positive)	1	Nos	
1.030	Upto 500 Centre Stitch A4 size 2/C (Through Positive)	1	Nos	
1.031	Upto 500 Centre Stitch A4 size 3/C (Through Positive)	1	Nos	
1.032	Upto 500 Centre Stitch A4 size 4/C (Through Positive)	1	Nos	
1.033	501 to 1000 Centre Stitch A4 size S/C (Through Positive)	1	Nos	
1.034	501 to 1000 Centre Stitch A4 size 2/C (Through Positive)	1	Nos	
1.035	501 to 1000 Centre Stitch A4 size 3/C (Through Positive)	1	Nos	
1.036	501 to 1000 Centre Stitch A4 size 4/C (Through Positive)	1	Nos	
1.037	1001 to 2000 Centre Stitch A4 size S/C (Through Positive)	1	Nos	
1.038	1001 to 2000 Centre Stitch A4 size 2/C (Through Positive)	1	Nos	
1.039	1001 to 2000 Centre Stitch A4 size 3/C (Through Positive)	1	Nos	
1.040	1001 to 2000 Centre Stitch A4 size 4/C (Through Positive)	1	Nos	
1.041	2001 to 5000 Centre Stitch A4 size S/C (Through Positive)	1	Nos	
1.042	2001 to 5000 Centre Stitch A4 size 2/C (Through Positive)	1	Nos	
1.043	2001 to 5000 Centre Stitch A4 size 3/C (Through Positive)	1	Nos	
1.044	2001 to 5000 Centre Stitch A4 size 4/C (Through Positive)	1	Nos	
1.045	5001 to 20000 Centre Stitch A4 size S/C (Through Positive)	1	Nos	
1.046	5001 to 20000 Centre Stitch A4 size 2/C (Through Positive)	1	Nos	
1.047	5001 to 20000 Centre Stitch A4 size 3/C (Through Positive)	1	Nos	
1.048	5001 to 20000 Centre Stitch A4 size 4/C (Through Positive)	1	Nos	
1.049	20001 to 50000 Centre Stitch A4 size S/C (Through Positive)	1	Nos	
1.050	20001 to 50000 Centre Stitch A4 size 2/C (Through Positive)	1	Nos	
1.051	20001 to 50000 Centre Stitch A4 size 3/C (Through Positive)	1	Nos	
1.052	20001 to 50000 Centre Stitch A4 size 4/C (Through Positive)	1	Nos	
1.053	50001 and above Centre Stitch A4 size S/C (Through Positive)	1	Nos	
1.054	50001 and above Centre Stitch A4 size 2/C (Through Positive)	1	Nos	
1.055	50001 and above Centre Stitch A4 size 3/C (Through Positive)	1	Nos	
1.056	50001 and above Centre Stitch A4 size 4/C (Through Positive)	1	Nos	
1.057	Upto 500 Perfect Binding A5 size S/C (Through Positive)	1	Nos	
1.058	Upto 500 Perfect Binding A5 size 2/C (Through Positive)	1	Nos	
1.059	Upto 500 Perfect Binding A5 size 3/C (Through Positive)	1	Nos	
1.060	Upto 500 Perfect Binding A5 size 4/C (Through Positive)	1	Nos	
1.061	501 to 1000 Perfect Binding A5 size S/C (Through Positive)	1	Nos	
1.062	501 to 1000 Perfect Binding A5 size 2/C (Through Positive)	1	Nos	
1.063	501 to 1000 Perfect Binding A5 size 3/C (Through Positive)	1	Nos	
1.064	501 to 1000 Perfect Binding A5 size 4/C (Through Positive)	1	Nos	
1.065	1001 to 2000 Perfect Binding A5 size S/C (Through Positive)	1	Nos	
1.066	1001 to 2000 Perfect Binding A5 size 2/C (Through Positive)	1	Nos	
1.067	1001 to 2000 Perfect Binding A5 size 3/C (Through Positive)	1	Nos	
1.068	1001 to 2000 Perfect Binding A5 size 4/C (Through Positive)	1	Nos	
1.069	2001 to 5000 Perfect Binding A5 size S/C (Through Positive)	1	Nos	
1.070	2001 to 5000 Perfect Binding A5 size 2/C (Through Positive)	1	Nos	

1.071	2001 to 5000 Perfect Binding A5 size 3/C (Through Positive)	1	Nos	
1.072	2001 to 5000 Perfect Binding A5 size 4/C (Through Positive)	1	Nos	
1.073	5001 to 20000 Perfect Binding A5 size S/C (Through Positive)	1	Nos	
1.074	5001 to 20000 Perfect Binding A5 size 2/C (Through Positive)	1	Nos	
1.075	5001 to 20000 Perfect Binding A5 size 3/C (Through Positive)	1	Nos	
1.076	5001 to 20000 Perfect Binding A5 size 4/C (Through Positive)	1	Nos	
1.077	20001 to 50000 Perfect Binding A5 size S/C (Through Positive)	1	Nos	
1.078	20001 to 50000 Perfect Binding A5 size 2/C (Through Positive)	1	Nos	
1.079	20001 to 50000 Perfect Binding A5 size 3/C (Through Positive)	1	Nos	
1.080	20001 to 50000 Perfect Binding A5 size 4/C (Through Positive)	1	Nos	
1.081	50001 and above Perfect Binding A5 size S/C (Through Positive)	1	Nos	
1.082	50001 and above Perfect Binding A5 size 2/C (Through Positive)	1	Nos	
1.083	50001 and above Perfect Binding A5 size 3/C (Through Positive)	1	Nos	
1.084	50001 and above Perfect Binding A5 size 4/C (Through Positive)	1	Nos	
1.085	Upto 500 Centre Stitch A5 size S/C (Through Positive)	1	Nos	
1.086	Upto 500 Centre Stitch A5 size 2/C (Through Positive)	1	Nos	
1.087	Upto 500 Centre Stitch A5 size 3/C (Through Positive)	1	Nos	
1.088	Upto 500 Centre Stitch A5 size 4/C (Through Positive)	1	Nos	
1.089	501 to 1000 Centre Stitch A5 size S/C (Through Positive)	1	Nos	
1.090	501 to 1000 Centre Stitch A5 size 2/C (Through Positive)	1	Nos	
1.091	501 to 1000 Centre Stitch A5 size 3/C (Through Positive)	1	Nos	
1.092	501 to 1000 Centre Stitch A5 size 4/C (Through Positive)	1	Nos	
1.093	1001 to 2000 Centre Stitch A5 size S/C (Through Positive)	1	Nos	
1.094	1001 to 2000 Centre Stitch A5 size 2/C (Through Positive)	1	Nos	
1.095	1001 to 2000 Centre Stitch A5 size 3/C (Through Positive)	1	Nos	
1.096	1001 to 2000 Centre Stitch A5 size 4/C (Through Positive)	1	Nos	
1.097	2001 to 5000 Centre Stitch A5 size S/C (Through Positive)	1	Nos	
1.098	2001 to 5000 Centre Stitch A5 size 2/C (Through Positive)	1	Nos	
1.099	2001 to 5000 Centre Stitch A5 size 3/C (Through Positive)	1	Nos	
1.100	2001 to 5000 Centre Stitch A5 size 4/C (Through Positive)	1	Nos	
1.101	5001 to 20000 Centre Stitch A5 size S/C (Through Positive)	1	Nos	
1.102	5001 to 20000 Centre Stitch A5 size 2/C (Through Positive)	1	Nos	
1.103	5001 to 20000 Centre Stitch A5 size 3/C (Through Positive)	1	Nos	
1.104	5001 to 20000 Centre Stitch A5 size 4/C (Through Positive)	1	Nos	
1.105	20001 to 50000 Centre Stitch A5 size S/C (Through Positive)	1	Nos	
1.106	20001 to 50000 Centre Stitch A5 size 2/C (Through Positive)	1	Nos	
1.107	20001 to 50000 Centre Stitch A5 size 3/C (Through Positive)	1	Nos	
1.108	20001 to 50000 Centre Stitch A5 size 4/C (Through Positive)	1	Nos	
1.109	50001 and above Centre Stitch A5 size S/C (Through Positive)	1	Nos	
1.110	50001 and above Centre Stitch A5 size 2/C (Through Positive)	1	Nos	
1.111	50001 and above Centre Stitch A5 size 3/C (Through Positive)	1	Nos	
1.112	50001 and above Centre Stitch A5 size 4/C (Through Positive)	1	Nos	
2	2) Item: PRINTING THROUGH CTP (COMPUTER TO PLATE)			
2.001	Upto 500 Perfect Binding A4 size S/C (Through CTP)	1	Nos	
2.002	Upto 500 Perfect Binding A4 size 2/C (Through CTP)	1	Nos	

2.003	Upto 500 Perfect Binding A4 size 3/C (Through CTP)	1	Nos	
2.004	Upto 500 Perfect Binding A4 size 4/C (Through CTP)	1	Nos	
2.005	501 to 1000 Perfect Binding A4 size S/C (Through CTP)	1	Nos	
2.006	501 to 1000 Perfect Binding A4 size 2/C (Through CTP)	1	Nos	
2.007	501 to 1000 Perfect Binding A4 size 3/C (Through CTP)	1	Nos	
2.008	501 to 1000 Perfect Binding A4 size 4/C (Through CTP)	1	Nos	
2.009	1001 to 2000 Perfect Binding A4 size S/C (Through CTP)	1	Nos	
2.010	1001 to 2000 Perfect Binding A4 size 2/C (Through CTP)	1	Nos	
2.011	1001 to 2000 Perfect Binding A4 size 3/C (Through CTP)	1	Nos	
2.012	1001 to 2000 Perfect Binding A4 size 4/C (Through CTP)	1	Nos	
2.013	2001 to 5000 Perfect Binding A4 size S/C (Through CTP)	1	Nos	
2.014	2001 to 5000 Perfect Binding A4 size 2/C (Through CTP)	1	Nos	
2.015	2001 to 5000 Perfect Binding A4 size 3/C (Through CTP)	1	Nos	
2.016	2001 to 5000 Perfect Binding A4 size 4/C (Through CTP)	1	Nos	
2.017	5001 to 20000 Perfect Binding A4 size S/C (Through CTP)	1	Nos	
2.018	5001 to 20000 Perfect Binding A4 size 2/C (Through CTP)	1	Nos	
2.019	5001 to 20000 Perfect Binding A4 size 3/C (Through CTP)	1	Nos	
2.020	5001 to 20000 Perfect Binding A4 size 4/C (Through CTP)	1	Nos	
2.021	20001 to 50000 Perfect Binding A4 size S/C (Through CTP)	1	Nos	
2.022	20001 to 50000 Perfect Binding A4 size 2/C (Through CTP)	1	Nos	
2.023	20001 to 50000 Perfect Binding A4 size 3/C (Through CTP)	1	Nos	
2.024	20001 to 50000 Perfect Binding A4 size 4/C (Through CTP)	1	Nos	
2.025	50001 and above Perfect Binding A4 size S/C (Through CTP)	1	Nos	
2.026	50001 and above Perfect Binding A4 size 2/C (Through CTP)	1	Nos	
2.027	50001 and above Perfect Binding A4 size 3/C (Through CTP)	1	Nos	
2.028	50001 and above Perfect Binding A4 size 4/C (Through CTP)	1	Nos	
2.029	Upto 500 Centre Stitch A4 size S/C (Through CTP)	1	Nos	
2.030	Upto 500 Centre Stitch A4 size 2/C (Through CTP)	1	Nos	
2.031	Upto 500 Centre Stitch A4 size 3/C (Through CTP)	1	Nos	
2.032	Upto 500 Centre Stitch A4 size 4/C (Through CTP)	1	Nos	
2.033	501 to 1000 Centre Stitch A4 size S/C (Through CTP)	1	Nos	
2.034	501 to 1000 Centre Stitch A4 size 2/C (Through CTP)	1	Nos	
2.035	501 to 1000 Centre Stitch A4 size 3/C (Through CTP)	1	Nos	
2.036	501 to 1000 Centre Stitch A4 size 4/C (Through CTP)	1	Nos	
2.037	1001 to 2000 Centre Stitch A4 size S/C (Through CTP)	1	Nos	
2.038	1001 to 2000 Centre Stitch A4 size 2/C (Through CTP)	1	Nos	
2.039	1001 to 2000 Centre Stitch A4 size 3/C (Through CTP)	1	Nos	
2.040	1001 to 2000 Centre Stitch A4 size 4/C (Through CTP)	1	Nos	
2.041	2001 to 5000 Centre Stitch A4 size S/C (Through CTP)	1	Nos	
2.042	2001 to 5000 Centre Stitch A4 size 2/C (Through CTP)	1	Nos	
2.043	2001 to 5000 Centre Stitch A4 size 3/C (Through CTP)	1	Nos	
2.044	2001 to 5000 Centre Stitch A4 size 4/C (Through CTP)	1	Nos	
2.045	5001 to 20000 Centre Stitch A4 size S/C (Through CTP)	1	Nos	
2.046	5001 to 20000 Centre Stitch A4 size 2/C (Through CTP)	1	Nos	
2.047	5001 to 20000 Centre Stitch A4 size 3/C (Through CTP)	1	Nos	

2.048	5001 to 20000 Centre Stitch A4 size 4/C (Through CTP)	1	Nos	
2.049	20001 to 50000 Centre Stitch A4 size S/C (Through CTP)	1	Nos	
2.050	20001 to 50000 Centre Stitch A4 size 2/C (Through CTP)	1	Nos	
2.051	20001 to 50000 Centre Stitch A4 size 3/C (Through CTP)	1	Nos	
2.052	20001 to 50000 Centre Stitch A4 size 4/C (Through CTP)	1	Nos	
2.053	50001 and above Centre Stitch A4 size S/C (Through CTP)	1	Nos	
2.054	50001 and above Centre Stitch A4 size 2/C (Through CTP)	1	Nos	
2.055	50001 and above Centre Stitch A4 size 3/C (Through CTP)	1	Nos	
2.056	50001 and above Centre Stitch A4 size 4/C (Through CTP)	1	Nos	
2.057	Upto 500 Perfect Binding A5 size S/C (Through CTP)	1	Nos	
2.058	Upto 500 Perfect Binding A5 size 2/C (Through CTP)	1	Nos	
2.059	Upto 500 Perfect Binding A5 size 3/C (Through CTP)	1	Nos	
2.060	Upto 500 Perfect Binding A5 size 4/C (Through CTP)	1	Nos	
2.061	501 to 1000 Perfect Binding A5 size S/C (Through CTP)	1	Nos	
2.062	501 to 1000 Perfect Binding A5 size 2/C (Through CTP)	1	Nos	
2.063	501 to 1000 Perfect Binding A5 size 3/C (Through CTP)	1	Nos	
2.064	501 to 1000 Perfect Binding A5 size 4/C (Through CTP)	1	Nos	
2.065	1001 to 2000 Perfect Binding A5 size S/C (Through CTP)	1	Nos	
2.066	1001 to 2000 Perfect Binding A5 size 2/C (Through CTP)	1	Nos	
2.067	1001 to 2000 Perfect Binding A5 size 3/C (Through CTP)	1	Nos	
2.068	1001 to 2000 Perfect Binding A5 size 4/C (Through CTP)	1	Nos	
2.069	2001 to 5000 Perfect Binding A5 size S/C (Through CTP)	1	Nos	
2.070	2001 to 5000 Perfect Binding A5 size 2/C (Through CTP)	1	Nos	
2.071	2001 to 5000 Perfect Binding A5 size 3/C (Through CTP)	1	Nos	
2.072	2001 to 5000 Perfect Binding A5 size 4/C (Through CTP)	1	Nos	
2.073	5001 to 20000 Perfect Binding A5 size S/C (Through CTP)	1	Nos	
2.074	5001 to 20000 Perfect Binding A5 size 2/C (Through CTP)	1	Nos	
2.075	5001 to 20000 Perfect Binding A5 size 3/C (Through CTP)	1	Nos	
2.076	5001 to 20000 Perfect Binding A5 size 4/C (Through CTP)	1	Nos	
2.077	20001 to 50000 Perfect Binding A5 size S/C (Through CTP)	1	Nos	
2.078	20001 to 50000 Perfect Binding A5 size 2/C (Through CTP)	1	Nos	
2.079	20001 to 50000 Perfect Binding A5 size 3/C (Through CTP)	1	Nos	
2.080	20001 to 50000 Perfect Binding A5 size 4/C (Through CTP)	1	Nos	
2.081	50001 and above Perfect Binding A5 size S/C (Through CTP)	1	Nos	
2.082	50001 and above Perfect Binding A5 size 2/C (Through CTP)	1	Nos	
2.083	50001 and above Perfect Binding A5 size 3/C (Through CTP)	1	Nos	
2.084	50001 and above Perfect Binding A5 size 4/C (Through CTP)	1	Nos	
2.085	Upto 500 Centre Stitch A5 size S/C (Through CTP)	1	Nos	
2.086	Upto 500 Centre Stitch A5 size 2/C (Through CTP)	1	Nos	
2.087	Upto 500 Centre Stitch A5 size 3/C (Through CTP)	1	Nos	
2.088	Upto 500 Centre Stitch A5 size 4/C (Through CTP)	1	Nos	
2.089	501 to 1000 Centre Stitch A5 size S/C (Through CTP)	1	Nos	
2.090	501 to 1000 Centre Stitch A5 size 2/C (Through CTP)	1	Nos	
2.091	501 to 1000 Centre Stitch A5 size 3/C (Through CTP)	1	Nos	
2.092	501 to 1000 Centre Stitch A5 size 4/C (Through CTP)	1	Nos	

2.093	1001 to 2000 Centre Stitch A5 size S/C (Through CTP)	1	Nos	
2.094	1001 to 2000 Centre Stitch A5 size 2/C (Through CTP)	1	Nos	
2.095	1001 to 2000 Centre Stitch A5 size 3/C (Through CTP)	1	Nos	
2.096	1001 to 2000 Centre Stitch A5 size 4/C (Through CTP)	1	Nos	
2.097	2001 to 5000 Centre Stitch A5 size S/C (Through CTP)	1	Nos	
2.098	2001 to 5000 Centre Stitch A5 size 2/C (Through CTP)	1	Nos	
2.099	2001 to 5000 Centre Stitch A5 size 3/C (Through CTP)	1	Nos	
2.100	2001 to 5000 Centre Stitch A5 size 4/C (Through CTP)	1	Nos	
2.101	5001 to 20000 Centre Stitch A5 size S/C (Through CTP)	1	Nos	
2.102	5001 to 20000 Centre Stitch A5 size 2/C (Through CTP)	1	Nos	
2.103	5001 to 20000 Centre Stitch A5 size 3/C (Through CTP)	1	Nos	
2.104	5001 to 20000 Centre Stitch A5 size 4/C (Through CTP)	1	Nos	
2.105	20001 to 50000 Centre Stitch A5 size S/C (Through CTP)	1	Nos	
2.106	20001 to 50000 Centre Stitch A5 size 2/C (Through CTP)	1	Nos	
2.107	20001 to 50000 Centre Stitch A5 size 3/C (Through CTP)	1	Nos	
2.108	20001 to 50000 Centre Stitch A5 size 4/C (Through CTP)	1	Nos	
2.109	50001 and above Centre Stitch A5 size S/C (Through CTP)	1	Nos	
2.110	50001 and above Centre Stitch A5 size 2/C (Through CTP)	1	Nos	
2.111	50001 and above Centre Stitch A5 size 3/C (Through CTP)	1	Nos	
2.112	50001 and above Centre Stitch A5 size 4/C (Through CTP)	1	Nos	
2.113	COST OF POSITIVE MAKING, IF ANY, PER PAGE (INCLUSIVE OF SCANNING AND PLANNING) A4 size	1	Nos	
2.114	Book comprising of Pages upto 176 or more shall be Bound Perfect	1	Nos	
2.115	COST OF POSITIVE MAKING, IF ANY, PER PAGE (INCLUSIVE OF SCANNING AND PLANNING) A5 size	1	Nos	
2.116	RATE OF BLANK PAGE A4 size	1	Nos	
2.117	RATE OF BLANK PAGE A5 size	1	Nos	
3	3) Item: Per Page Rate (in Rs.) for Printing and padding of Exam related Forms & Other Forms etc. with 70 GSM Maplitho through Offset Printing i) Nature of Work: Printing of University's various forms such as exam related forms through soft copy (CD), on A4 size (210mm×297mm) in 70 GSM Maplitho Paper conforming to IS 1848:2018 (Part-I) shall be printed in Single-Colour (S/C), Two Colour (2/C), Three Colour (3/C), Four-Colour (4/C). The soft copy (CD) shall be provided by IGNOU. All other costs including Freight on Road (FOR) shall be borne by the firm. ii) Rates quoted shall be for a printed page as well as blank page, separately, including cost of Maplitho Text Paper, PADDING loose printed sheets (100 leaves each), gumming (on the top), straw board (at the bottom) thick colour paper (pasted on the board) Kraft paper (wrapped and tied with thread). GST shall be paid as per the existing Government of India rules, in addition.			
3.001	Upto 500 A4 Size S/C	1	Nos	
3.002	Upto 500 A4 Size 2/C	1	Nos	
3.003	Upto 500 A4 Size 3/C	1	Nos	
3.004	Upto 500 A4 Size 4/C	1	Nos	
3.005	501 to 1000 A4 Size S/C	1	Nos	
3.006	501 to 1000 A4 Size 2/C	1	Nos	
3.007	501 to 1000 A4 Size 3/C	1	Nos	
3.008	501 to 1000 A4 Size 4/C	1	Nos	
3.009	1001 to 2000 A4 Size S/C	1	Nos	
3.010	1001 to 2000 A4 Size 2/C	1	Nos	
3.011	1001 to 2000 A4 Size 3/C	1	Nos	
3.012	1001 to 2000 A4 Size 4/C	1	Nos	

3.013	2001 to 5000 A4 Size S/C	1	Nos	
3.014	2001 to 5000 A4 Size 2/C	1	Nos	
3.015	2001 to 5000 A4 Size 3/C	1	Nos	
3.016	2001 to 5000 A4 Size 4/C	1	Nos	
3.017	5001 to 20000 A4 Size S/C	1	Nos	
3.018	5001 to 20000 A4 Size 2/C	1	Nos	
3.019	5001 to 20000 A4 Size 3/C	1	Nos	
3.020	5001 to 20000 A4 Size 4/C	1	Nos	
3.021	20001 to 50000 A4 Size S/C	1	Nos	
3.022	20001 to 50000 A4 Size 2/C	1	Nos	
3.023	20001 to 50000 A4 Size 3/C	1	Nos	
3.024	20001 to 50000 A4 Size 4/C	1	Nos	
3.025	50001 to above A4 Size S/C	1	Nos	
3.026	50001 to above A4 Size 2/C	1	Nos	
3.027	50001 to above A4 Size 3/C	1	Nos	
3.028	50001 to above A4 Size 4/C	1	Nos	
3.029	RATE OF BLANK PAGE A4 size	1	Nos	
3.030	RATES OF NUMBERING A4 SIZE	1	Nos	
3.031	RATES OF NUMBERING A5 SIZE	1	Nos	
3.032	RATES OF PERFORATION	1	Nos	
3.033	RATE OF POSITIVE MAKING A4 size	1	Nos	
3.034	RATE OF POSITIVE MAKING A5 size	1	Nos	
4	4) Item: Printing Work with Art Paper and Art Card through Offset Printing Per Page Rate (in Rs.) i) Nature of Work with Art Paper and Art Card: Printing and supply of University Publications, other than Study Material, on Demy Quarto Paper size 8.75"×11" and Demy Octavo 5.50"×8.50" in 128-130 GSM Art Paper (Matt Finish) conforming to IS 1848:2018 (Part-I). Text shall be Single-Colour (S/C), Two Colour (2/C), Three Colour (3/C) & Four-Colour (4/C) and 250 GSM Art Card (Matt Finish) for Cover paper conforming to IS 6956:2001 with latest amendments and cover to be printed upto 4+4 colours. The Soft Copy of design, matter shall be provided by IGNOU. All the other cost including Freight on Road (FOR) shall be borne by the firm. ii) Rates quoted shall be printed page and blank page, separately, including cost of Maplitho Text Paper & Art Card. GST shall be paid as per existing Government of India rules, in addition.			
4.001	Upto 500 8.75"× 11" Size Perfect Binding S/C	1	Nos	
4.002	Upto 500 8.75"× 11" Size Perfect Binding 2/C	1	Nos	
4.003	Upto 500 8.75"× 11" Size Perfect Binding 3/C	1	Nos	
4.004	Upto 500 8.75"× 11" Size Perfect Binding 4/C	1	Nos	
4.005	501 to 1000 8.75"× 11" Size Perfect Binding S/C	1	Nos	
4.006	501 to 1000 8.75"× 11" Size Perfect Binding 2/C	1	Nos	
4.007	501 to 1000 8.75"× 11" Size Perfect Binding 3/C	1	Nos	
4.008	501 to 1000 8.75"× 11" Size Perfect Binding 4/C	1	Nos	
4.009	1001 to 2000 8.75"× 11" Size Perfect Binding S/C	1	Nos	
4.010	1001 to 2000 8.75"× 11" Size Perfect Binding 2/C	1	Nos	
4.011	1001 to 2000 8.75"× 11" Size Perfect Binding 3/C	1	Nos	
4.012	1001 to 2000 8.75"× 11" Size Perfect Binding 4/C	1	Nos	
4.013	2001 to 5000 8.75"× 11" Size Perfect Binding S/C	1	Nos	
4.014	2001 to 5000 8.75"× 11" Size Perfect Binding 2/C	1	Nos	
4.015	2001 to 5000 8.75"× 11" Size Perfect Binding 3/C	1	Nos	
4.016	2001 to 5000 8.75"× 11" Size Perfect Binding 4/C	1	Nos	

4.017	5001 to 10000 8.75"× 11" Size Perfect Binding S/C	1	Nos	
4.018	5001 to 10000 8.75"× 11" Size Perfect Binding 2/C	1	Nos	
4.019	5001 to 10000 8.75"× 11" Size Perfect Binding 3/C	1	Nos	
4.020	5001 to 10000 8.75"× 11" Size Perfect Binding 4/C	1	Nos	
4.021	Upto 500 8.75"× 11" Size Centre Stitch S/C	1	Nos	
4.022	Upto 500 8.75"× 11" Size Centre Stitch 2/C	1	Nos	
4.023	Upto 500 8.75"× 11" Size Centre Stitch 3/C	1	Nos	
4.024	Upto 500 8.75"× 11" Size Centre Stitch 4/C	1	Nos	
4.025	501 to 1000 8.75"× 11" Size Centre Stitch S/C	1	Nos	
4.026	501 to 1000 8.75"× 11" Size Centre Stitch 2/C	1	Nos	
4.027	501 to 1000 8.75"× 11" Size Centre Stitch 3/C	1	Nos	
4.028	501 to 1000 8.75"× 11" Size Centre Stitch 4/C	1	Nos	
4.029	1001 to 2000 8.75"× 11" Size Centre Stitch S/C	1	Nos	
4.030	1001 to 2000 8.75"× 11" Size Centre Stitch 2/C	1	Nos	
4.031	1001 to 2000 8.75"× 11" Size Centre Stitch 3/C	1	Nos	
4.032	1001 to 2000 8.75"× 11" Size Centre Stitch 4/C	1	Nos	
4.033	2001 to 5000 8.75"× 11" Size Centre Stitch S/C	1	Nos	
4.034	2001 to 5000 8.75"× 11" Size Centre Stitch 2/C	1	Nos	
4.035	2001 to 5000 8.75"× 11" Size Centre Stitch 3/C	1	Nos	
4.036	2001 to 5000 8.75"× 11" Size Centre Stitch 4/C	1	Nos	
4.037	5001 to 10000 8.75"× 11" Size Centre Stitch S/C	1	Nos	
4.038	5001 to 10000 8.75"× 11" Size Centre Stitch 2/C	1	Nos	
4.039	5001 to 10000 8.75"× 11" Size Centre Stitch 3/C	1	Nos	
4.040	5001 to 10000 8.75"× 11" Size Centre Stitch 4/C	1	Nos	
4.041	Upto 500 5.50"× 8.50" Size Perfect Binding S/C	1	Nos	
4.042	Upto 500 5.50"× 8.50" Size Perfect Binding 2/C	1	Nos	
4.043	Upto 500 5.50"× 8.50" Size Perfect Binding 3/C	1	Nos	
4.044	Upto 500 5.50"× 8.50" Size Perfect Binding 4/C	1	Nos	
4.045	501 to 1000 5.50"× 8.50" Size Perfect Binding S/C	1	Nos	
4.046	501 to 1000 5.50"× 8.50" Size Perfect Binding 2/C	1	Nos	
4.047	501 to 1000 5.50"× 8.50" Size Perfect Binding 3/C	1	Nos	
4.048	501 to 1000 5.50"× 8.50" Size Perfect Binding 4/C	1	Nos	
4.049	1001 to 2000 5.50"× 8.50" Size Perfect Binding S/C	1	Nos	
4.050	1001 to 2000 5.50"× 8.50" Size Perfect Binding 2/C	1	Nos	
4.051	1001 to 2000 5.50"× 8.50" Size Perfect Binding 3/C	1	Nos	
4.052	1001 to 2000 5.50"× 8.50" Size Perfect Binding 4/C	1	Nos	
4.053	2001 to 5000 5.50"× 8.50" Size Perfect Binding S/C	1	Nos	
4.054	2001 to 5000 5.50"× 8.50" Size Perfect Binding 2/C	1	Nos	
4.055	2001 to 5000 5.50"× 8.50" Size Perfect Binding 3/C	1	Nos	
4.056	2001 to 5000 5.50"× 8.50" Size Perfect Binding 4/C	1	Nos	
4.057	5001 to 10000 5.50"× 8.50" Size Perfect Binding S/C	1	Nos	
4.058	5001 to 10000 5.50"× 8.50" Size Perfect Binding 2/C	1	Nos	
4.059	5001 to 10000 5.50"× 8.50" Size Perfect Binding 3/C	1	Nos	
4.060	5001 to 10000 5.50"× 8.50" Size Perfect Binding 4/C	1	Nos	
4.061	Upto 500 5.50"× 8.50" Size Centre Stitch S/C	1	Nos	

4.062	Upto 500 5.50"× 8.50" Size Centre Stitch 2/C	1	Nos	
4.063	Upto 500 5.50"× 8.50" Size Centre Stitch 3/C	1	Nos	
4.064	Upto 500 5.50"× 8.50" Size Centre Stitch 4/C	1	Nos	
4.065	501 to 1000 5.50"× 8.50" Size Centre Stitch S/C	1	Nos	
4.066	501 to 1000 5.50"× 8.50" Size Centre Stitch 2/C	1	Nos	
4.067	501 to 1000 5.50"× 8.50" Size Centre Stitch 3/C	1	Nos	
4.068	501 to 1000 5.50"× 8.50" Size Centre Stitch 4/C	1	Nos	
4.069	1001 to 2000 5.50"× 8.50" Size Centre Stitch S/C	1	Nos	
4.070	1001 to 2000 5.50"× 8.50" Size Centre Stitch 2/C	1	Nos	
4.071	1001 to 2000 5.50"× 8.50" Size Centre Stitch 3/C	1	Nos	
4.072	1001 to 2000 5.50"× 8.50" Size Centre Stitch 4/C	1	Nos	
4.073	2001 to 5000 5.50"× 8.50" Size Centre Stitch S/C	1	Nos	
4.074	2001 to 5000 5.50"× 8.50" Size Centre Stitch 2/C	1	Nos	
4.075	2001 to 5000 5.50"× 8.50" Size Centre Stitch 3/C	1	Nos	
4.076	2001 to 5000 5.50"× 8.50" Size Centre Stitch 4/C	1	Nos	
4.077	5001 to 10000 5.50"× 8.50" Size Centre Stitch S/C	1	Nos	
4.078	5001 to 10000 5.50"× 8.50" Size Centre Stitch 2/C	1	Nos	
4.079	5001 to 10000 5.50"× 8.50" Size Centre Stitch 3/C	1	Nos	
4.080	5001 to 10000 5.50"× 8.50" Size Centre Stitch 4/C	1	Nos	
4.081	RATE OF BLANK PAGE 8.75"× 11"	1	Nos	
4.082	RATE OF BLANK PAGE 5.50"× 8.50"	1	Nos	
5	5) Item: Printing of Brochures, Poster and similar Publications with Art Paper through Offset Printing i) Nature of Work: Printing of Brochure and similar Publications of size mentioned below (irrespective of folds) in 128-130 GSM Art Paper (Matt Finish) text shall be Single-Colour (S/C), Two Colour (2/C), Three Colour (3/C) & Four-Colour (4/C). The Soft Copy of design, matter shall be provided by IGNOU. All the other cost including Freight on Road (FOR) shall be borne by the firm. ii) Printing of Poster will be inclusive of gumming. iii) Rates quoted shall be printed page, including paper cost, GST shall be paid as per existing Government of India rules, in addition. iv) Posters will be printed one side only. Rates for posters may be quoted accordingly.			
5.001	Upto 500 8.75"× 11" size S/C (Printing of Brochures)	1	Nos	
5.002	Upto 500 8.75"× 11" size 2/C (Printing of Brochures)	1	Nos	
5.003	Upto 500 8.75"× 11" size 3/C (Printing of Brochures)	1	Nos	
5.004	Upto 500 8.75"× 11" size 4/C (Printing of Brochures)	1	Nos	
5.005	501 to 1000 8.75"× 11" size S/C (Printing of Brochures)	1	Nos	
5.006	501 to 1000 8.75"× 11" size 2/C (Printing of Brochures)	1	Nos	
5.007	501 to 1000 8.75"× 11" size 3/C (Printing of Brochures)	1	Nos	
5.008	501 to 1000 8.75"× 11" size 4/C (Printing of Brochures)	1	Nos	
5.009	1001 to 2000 8.75"× 11" size S/C (Printing of Brochures)	1	Nos	
5.010	1001 to 2000 8.75"× 11" size 2/C (Printing of Brochures)	1	Nos	
5.011	1001 to 2000 8.75"× 11" size 3/C (Printing of Brochures)	1	Nos	
5.012	1001 to 2000 8.75"× 11" size 4/C (Printing of Brochures)	1	Nos	
5.013	2001 to 5000 8.75"× 11" size S/C (Printing of Brochures)	1	Nos	
5.014	2001 to 5000 8.75"× 11" size 2/C (Printing of Brochures)	1	Nos	
5.015	2001 to 5000 8.75"× 11" size 3/C (Printing of Brochures)	1	Nos	
5.016	2001 to 5000 8.75"× 11" size 4/C (Printing of Brochures)	1	Nos	
5.017	5001 to 20000 8.75"× 11" size S/C (Printing of Brochures)	1	Nos	

5.018	5001 to 20000 8.75"× 11" size 2/C (Printing of Brochures)	1	Nos	
5.019	5001 to 20000 8.75"× 11" size 3/C (Printing of Brochures)	1	Nos	
5.020	5001 to 20000 8.75"× 11" size 4/C (Printing of Brochures)	1	Nos	
5.021	20001 onwards 8.75"× 11" size S/C (Printing of Brochures)	1	Nos	
5.022	20001 onwards 8.75"× 11" size 2/C (Printing of Brochures)	1	Nos	
5.023	20001 onwards 8.75"× 11" size 3/C (Printing of Brochures)	1	Nos	
5.024	20001 onwards 8.75"× 11" size 4/C (Printing of Brochures)	1	Nos	
5.025	Upto 500 11"× 17" size S/C (Printing of Brochures)	1	Nos	
5.026	Upto 500 11"× 17" size 2/C (Printing of Brochures)	1	Nos	
5.027	Upto 500 11"× 17" size 3/C (Printing of Brochures)	1	Nos	
5.028	Upto 500 11"× 17" size 4/C (Printing of Brochures)	1	Nos	
5.029	501 to 1000 11"× 17" size S/C (Printing of Brochures)	1	Nos	
5.030	501 to 1000 11"× 17" size 2/C (Printing of Brochures)	1	Nos	
5.031	501 to 1000 11"× 17" size 3/C (Printing of Brochures)	1	Nos	
5.032	501 to 1000 11"× 17" size 4/C (Printing of Brochures)	1	Nos	
5.033	1001 to 2000 11"× 17" size S/C (Printing of Brochures)	1	Nos	
5.034	1001 to 2000 11"× 17" size 2/C (Printing of Brochures)	1	Nos	
5.035	1001 to 2000 11"× 17" size 3/C (Printing of Brochures)	1	Nos	
5.036	1001 to 2000 11"× 17" size 4/C (Printing of Brochures)	1	Nos	
5.037	2001 to 5000 11"× 17" size S/C (Printing of Brochures)	1	Nos	
5.038	2001 to 5000 11"× 17" size 2/C (Printing of Brochures)	1	Nos	
5.039	2001 to 5000 11"× 17" size 3/C (Printing of Brochures)	1	Nos	
5.040	2001 to 5000 11"× 17" size 4/C (Printing of Brochures)	1	Nos	
5.041	5001 to 20000 11"× 17" size S/C (Printing of Brochures)	1	Nos	
5.042	5001 to 20000 11"× 17" size 2/C (Printing of Brochures)	1	Nos	
5.043	5001 to 20000 11"× 17" size 3/C (Printing of Brochures)	1	Nos	
5.044	5001 to 20000 11"× 17" size 4/C (Printing of Brochures)	1	Nos	
5.045	20001 onwards 11"× 17" size S/C (Printing of Brochures)	1	Nos	
5.046	20001 onwards 11"× 17" size 2/C (Printing of Brochures)	1	Nos	
5.047	20001 onwards 11"× 17" size 3/C (Printing of Brochures)	1	Nos	
5.048	20001 onwards 11"× 17" size 4/C (Printing of Brochures)	1	Nos	
5.049	Upto 500 8.75"× 11" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.050	Upto 500 8.75"× 11" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.051	Upto 500 8.75"× 11" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.052	Upto 500 8.75"× 11" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.053	501 to 1000 8.75"× 11" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.054	501 to 1000 8.75"× 11" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.055	501 to 1000 8.75"× 11" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.056	501 to 1000 8.75"× 11" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.057	1001 to 2000 8.75"× 11" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.058	1001 to 2000 8.75"× 11" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.059	1001 to 2000 8.75"× 11" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.060	1001 to 2000 8.75"× 11" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.061	2001 to 5000 8.75"× 11" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.062	2001 to 5000 8.75"× 11" size 2/C (Printing of Poster inclusive gumming)	1	Nos	

5.063	2001 to 5000 8.75"× 11" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.064	2001 to 5000 8.75"× 11" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.065	5001 to 20000 8.75"× 11" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.066	5001 to 20000 8.75"× 11" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.067	5001 to 20000 8.75"× 11" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.068	5001 to 20000 8.75"× 11" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.069	20001 onwards 8.75"× 11" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.070	20001 onwards 8.75"× 11" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.071	20001 onwards 8.75"× 11" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.072	20001 onwards 8.75"× 11" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.073	Upto 500 11"× 17" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.074	Upto 500 11"× 17" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.075	Upto 500 11"× 17" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.076	Upto 500 11"× 17" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.077	501 to 1000 11"× 17"size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.078	501 to 1000 11"× 17"size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.079	501 to 1000 11"× 17"size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.080	501 to 1000 11"× 17"size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.081	1001 to 2000 11"× 17" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.082	1001 to 2000 11"× 17" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.083	1001 to 2000 11"× 17" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.084	1001 to 2000 11"× 17" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.085	2001 to 5000 11"× 17" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.086	2001 to 5000 11"× 17" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.087	2001 to 5000 11"× 17" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.088	2001 to 5000 11"× 17" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.089	5001 to 20000 11"× 17" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.090	5001 to 20000 11"× 17" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.091	5001 to 20000 11"× 17" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.092	5001 to 20000 11"× 17" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.093	20001 onwards 11"× 17" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.094	20001 onwards 11"× 17" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.095	20001 onwards 11"× 17" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.096	20001 onwards 11"× 17" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.097	Upto 500 17"× 22" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.098	Upto 500 17"× 22" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.099	Upto 500 17"× 22" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.100	Upto 500 17"× 22" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.101	501 to 1000 17"× 22" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.102	501 to 1000 17"× 22" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.103	501 to 1000 17"× 22" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.104	501 to 1000 17"× 22" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.105	1001 to 2000 17"× 22" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.106	1001 to 2000 17"× 22" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.107	1001 to 2000 17"× 22" size 3/C (Printing of Poster inclusive gumming)	1	Nos	

5.108	1001 to 2000 17"× 22" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.109	2001 to 5000 17"× 22" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.110	2001 to 5000 17"× 22" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.111	2001 to 5000 17"× 22" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.112	2001 to 5000 17"× 22" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.113	5001 to 20000 17"× 22" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.114	5001 to 20000 17"× 22" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.115	5001 to 20000 17"× 22" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.116	5001 to 20000 17"× 22" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
5.117	20001 onwards 17"× 22" size S/C (Printing of Poster inclusive gumming)	1	Nos	
5.118	20001 onwards 17"× 22" size 2/C (Printing of Poster inclusive gumming)	1	Nos	
5.119	20001 onwards 17"× 22" size 3/C (Printing of Poster inclusive gumming)	1	Nos	
5.120	20001 onwards 17"× 22" size 4/C (Printing of Poster inclusive gumming)	1	Nos	
6	6) Item: Printing of IGNOU Diary with Text Paper and Cover Paper/rexine through Offset Printing i) Nature of Work: Printing of IGNOU diary as the case may be, as 7"×10" (finished size), 5½"×8½" (finished size) in 75 to 80 GSM Super White Paper for text and 120 GSM (matt finish) for endpapers conforming to IS 1848:2018 shall be printed in Single-Colour (S/C), Two Colour (2/C), Three Colour (3/C), Four-Colour (4/C), with end-papers in 120 GSM (Matt Finish). The soft copy of design, matter, shall be provided by IGNOU. All the costs including Freight on Road (FOR) shall be borne by the firm. ii) Hard Bound with Rexine: Rates quoted shall be for a printed page as well as blank page, separately, including cost of Text Paper, End-Papers, Binding, Rexine (Sponge front & back with Hard Bound) head bands (mounted on top) marker tag, gilding (three sides), Foil printing on rexine (front cover & back cover) etc. GST shall be paid as per existing Government of India rules, in addition. iii) Hard Bound with Cover Paper: Rates quoted shall be for a printed page as well as blank page, separately, including cost of Text Paper, End-Papers, Binding (with Hard bound 32 oz) head bands (mounted on top) marker tag, gilding (three sides) etc. GST shall be paid as per existing Government of India rules, in addition.			
6.001	Upto 500 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.002	Upto 500 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.003	Upto 500 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.004	Upto 500 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.005	501 to 1000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.006	501 to 1000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.007	501 to 1000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.008	501 to 1000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.009	1001 to 2000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.010	1001 to 2000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.011	1001 to 2000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.012	1001 to 2000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.013	2001 to 5000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.014	2001 to 5000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.015	2001 to 5000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.016	2001 to 5000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.017	5001 to 10000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.018	5001 to 10000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.019	5001 to 10000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.020	5001 to 10000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	

6.021	10001 and above 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.022	10001 and above 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.023	10001 and above 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.024	10001 and above 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.025	Upto 500 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.026	Upto 500 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.027	Upto 500 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.028	Upto 500 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.029	501 to 1000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.030	501 to 1000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.031	501 to 1000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.032	501 to 1000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.033	1001 to 2000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.034	1001 to 2000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.035	1001 to 2000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.036	1001 to 2000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.037	2001 to 5000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.038	2001 to 5000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.039	2001 to 5000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.040	2001 to 5000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.041	5001 to 10000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.042	5001 to 10000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.043	5001 to 10000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.044	5001 to 10000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.045	10001 and above 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.046	10001 and above 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.047	10001 and above 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.048	10001 and above 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.049	RATE OF BLANK PAGE 7"×10" (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.050	RATE OF BLANK PAGE 5½"×8½" (IGNOU Diary Hard Bound with Rexine)	1	Nos	
6.051	Upto 500 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.052	Upto 500 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.053	Upto 500 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.054	Upto 500 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.055	501 to 1000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.056	501 to 1000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.057	501 to 1000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.058	501 to 1000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.059	1001 to 2000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.060	1001 to 2000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.061	1001 to 2000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.062	1001 to 2000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.063	2001 to 5000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.064	2001 to 5000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.065	2001 to 5000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	

6.066	2001 to 5000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.067	5001 to 10000 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.068	5001 to 10000 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.069	5001 to 10000 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.070	5001 to 10000 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.071	10001 and above 7"× 10" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.072	10001 and above 7"× 10" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.073	10001 and above 7"× 10" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.074	10001 and above 7"× 10" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.075	Upto 500 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.076	Upto 500 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.077	Upto 500 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.078	Upto 500 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.079	501 to 1000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.080	501 to 1000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.081	501 to 1000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.082	501 to 1000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.083	1001 to 2000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.084	1001 to 2000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.085	1001 to 2000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.086	1001 to 2000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.087	2001 to 5000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.088	2001 to 5000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.089	2001 to 5000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.090	2001 to 5000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.091	5001 to 10000 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.092	5001 to 10000 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.093	5001 to 10000 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.094	5001 to 10000 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.095	10001 and above 5½"× 8½" finished size S/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.096	10001 and above 5½"× 8½" finished size 2/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.097	10001 and above 5½"× 8½" finished size 3/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.098	10001 and above 5½"× 8½" finished size 4/C (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.099	RATE OF BLANK PAGE 7"× 10" (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
6.100	RATE OF BLANK PAGE 5½"× 8½" (IGNOU Diary Hard Bound with Cover Paper)	1	Nos	
7	7) Item: Printing of IGNOU Wall Calendar and Table Calendar with Offset Printing i) Nature of Printing: Printing of IGNOU Wall and Table Calendar as the case may be 17½"× 22" Finished size of Wall Calendar and 11½"× 7½" (with Base), 11½"× 7¼" (with leaves) of Table Calendar in 170 GSM Art Card (matt finish) conforming to IS 6956:2001 with latest amendments shall be printed in Single-Colour (S/C), Two Colour (2/C), Three Colour (3/C), Four-Colour (4/C). The soft copy of design matter shall be provided by IGNOU. All the cost including Freight on Road (FOR) shall be borne by the firm. ii) Rates quoted shall be for printed page including cost of art card, wire binding, stand (32 oz board) etc. GST shall be paid as per existing Government of India rules, in addition.			
7.001	Upto 500 17½"× 22" finished size of Wall Calendar S/C	1	Nos	
7.002	Upto 500 17½"× 22" finished size of Wall Calendar 2/C	1	Nos	
7.003	Upto 500 17½"× 22" finished size of Wall Calendar 3/C	1	Nos	

7.004	Upto 500 17½"× 22" finished size of Wall Calendar 4/C	1	Nos	
7.005	501 to 1000 17½"× 22" finished size of Wall Calendar S/C	1	Nos	
7.006	501 to 1000 17½"× 22" finished size of Wall Calendar 2/C	1	Nos	
7.007	501 to 1000 17½"× 22" finished size of Wall Calendar 3/C	1	Nos	
7.008	501 to 1000 17½"× 22" finished size of Wall Calendar 4/C	1	Nos	
7.009	1001 to 2000 17½"× 22" finished size of Wall Calendar S/C	1	Nos	
7.010	1001 to 2000 17½"× 22" finished size of Wall Calendar 2/C	1	Nos	
7.011	1001 to 2000 17½"× 22" finished size of Wall Calendar 3/C	1	Nos	
7.012	1001 to 2000 17½"× 22" finished size of Wall Calendar 4/C	1	Nos	
7.013	2001 to 5000 17½"× 22" finished size of Wall Calendar S/C	1	Nos	
7.014	2001 to 5000 17½"× 22" finished size of Wall Calendar 2/C	1	Nos	
7.015	2001 to 5000 17½"× 22" finished size of Wall Calendar 3/C	1	Nos	
7.016	2001 to 5000 17½"× 22" finished size of Wall Calendar 4/C	1	Nos	
7.017	5001 to 10000 17½"× 22" finished size of Wall Calendar S/C	1	Nos	
7.018	5001 to 10000 17½"× 22" finished size of Wall Calendar 2/C	1	Nos	
7.019	5001 to 10000 17½"× 22" finished size of Wall Calendar 3/C	1	Nos	
7.020	5001 to 10000 17½"× 22" finished size of Wall Calendar 4/C	1	Nos	
7.021	Upto 500 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar S/C	1	Nos	
7.022	Upto 500 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 2/C	1	Nos	
7.023	Upto 500 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 3/C	1	Nos	
7.024	Upto 500 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 4/C	1	Nos	
7.025	501 to 1000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar S/C	1	Nos	
7.026	501 to 1000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 2/C	1	Nos	
7.027	501 to 1000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 3/C	1	Nos	
7.028	501 to 1000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 4/C	1	Nos	
7.029	1001 to 2000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar S/C	1	Nos	
7.030	1001 to 2000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 2/C	1	Nos	
7.031	1001 to 2000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 3/C	1	Nos	
7.032	1001 to 2000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 4/C	1	Nos	
7.033	2001 to 5000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar S/C	1	Nos	
7.034	2001 to 5000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 2/C	1	Nos	
7.035	2001 to 5000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 3/C	1	Nos	
7.036	2001 to 5000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 4/C	1	Nos	
7.037	5001 to 10000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar S/C	1	Nos	
7.038	5001 to 10000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 2/C	1	Nos	
7.039	5001 to 10000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 3/C	1	Nos	
7.040	5001 to 10000 11½"×7½" (with Base), 11½"×7¼" (with leaves) of Table Calendar 4/C	1	Nos	
8	8) Item: Rates for Printing of Miscellaneous Items i) Please notethatratesforalltheabovejobworkmaybequoted inclusive of cost of paper and card. ii) Digital Printing shall be used in such cases where the print run is less than 300 copies.			
8.001	Invitation Card (300 GSM Art Card Matt Finish) 5"×7"/6"×8" (Single leaf) per 100 card/per Colour (Offset Printing)	1	Set	
8.002	Invitation Card (300 GSM Art Card Matt Finish) 5"×7"/6"×8" Folded (Open size 7"×10"/8"×12" per 100 card/per Colour (Offset Printing)	1	Set	
8.003	Envelops (90 GSM Matt Finish) 5"×7"/6"×8" per 100 envelop/per Colour (Offset Printing)	1	Set	

8.004	Letterhead (90 to 110 GSM Bond Paper) A4 per 100 Letterhead/per Colour (Offset Printing)	1	Set	
8.005	Letterhead (90 to 110 GSM Bond Paper) A5 per 100 Letterhead/per Colour (Offset Printing)	1	Set	
8.006	Certificates(300 GSM Art Card Matt Finish) 9"×11",10"×12",12"×14" per certificate/per Colour(Offset Printing)	1	Nos	
8.007	Invitation Card (300 GSM Art Card Matt Finish) 5"×7"/6"×8"(Single leaf) per 100 card/per Colour (Digital Printing)	1	Set	
8.008	Invitation Card (300 GSM Art Card Matt Finish) 5"×7"/6"×8" Folded (Open size 7"×10"/8"×12" per 100 card/per Colour(Digital Printing)	1	Set	
8.009	Envelops (90 GSM Matt Finish) 5"×7"/6"×8" per 100 envelop/per Colour (Digital Printing)	1	Set	
8.010	Letterhead (90 to 110 GSM Bond Paper) A4 per 100 Letterhead/per Colour (Digital Printing)	1	Set	
8.011	Letterhead (90 to 110 GSM Bond Paper) A5 per 100 Letterhead /per Colour (Digital Printing)	1	Set	
8.012	Certificates(300 GSM Art Card Matt Finish) 9"×11",10"×12",12"×14" per certificate/per Colour (Digital Printing)	1	Nos	
8.013	Digital Print Out A4 size per page (Colour)	1	Nos	
8.014	Digital Print Out A5 size per page (Colour)	1	Nos	
8.015	Digital Print Out A4 size per page (Black & White)	1	Nos	
8.016	Digital Print Out A5 size per page (Black & White)	1	Nos	
Total in Figures:				
Quoted Rate in Words:				



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MATERIAL PRODUCTION AND DISTRIBUTION DIVISION
MAIDAN GARHI, NEW DELHI – 110068**

OTHER TERMS & CONDITIONS FOR EMPANELMENT OF OFFSET PRINTERS

The Other Terms and Conditions for Empanelment of Offset Printers are as follows:

1. **SECURITY DEPOSIT:** A Security Deposit is intended as a measure of security for the recipient, and can also be used to pay for damage or loss to any of IGNOU's asset i.e. CDs, Positives etc.
 - (a) Security Deposit of Rs. 2,00,000/- (Rupees Two Lakhs only) in the form of Bank Draft in favour of IGNOU should be furnished.
 - (b) The Security Deposit shall be liable to be forfeited by order of the Vice-Chancellor, IGNOU, in the event of any breach of the contract, including failure to meet the quality standards prescribed by the University or non-observance of any of the Terms and Conditions of the Contract. On the expiry of the contract, such portion of the said security as may be considered by the Vice-Chancellor, IGNOU, sufficient to cover an incorrect or excess payment made on the bills of the printer, shall be retained by the University until the final settlement.
 - (c) Any sum of the money due and payable to the Printer(s) including Security Deposit refundable to him/them under this Contract may be appropriated by IGNOU and set off against any claim of IGNOU in respect of any sum of money arising out of under any other Contract(s) made by the Printer with IGNOU.

The essence of Security Deposit is "to secure the performance of obligation under the specific agreement it is associated with" and for such purpose The University shall be entitled to realize such securities forming the whole or part of any such Security Deposit in any manner whatsoever as The University may think fit.
 - (d) The Security Deposit shall be released by the University only after completion of the contract period and the completion of all contractual obligations. No interest shall be paid on the Security Deposit.
2. **PERFORMANCE SECURITY DEPOSIT:** A Performance Security deposit against performance by the successful printers towards the contractual obligations such as not completing the printing job, delay in completion of the printing job, quality related issues etc.
 - (a) The successful bidders should furnish interest free Performance Security in the form of irrevocable Bank Guarantee/FDR/ePBG for **Rs. 32,50,000/- (Rupees Thirty Two Lakh Fifty Thousand only)** in favour of IGNOU, New Delhi. This has to be obtained from nationalized banks or banks floated by public financial entities (such as HDFC Bank, ICICI Bank, Axis Bank, IDBI Bank etc.). Validity of the performance security deposit may be kept as 24 months + 2 (two) months.
 - (b) The Security Deposit/Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Printer.
 - (c) The Security Deposit/Performance Security shall be released by the University only after completion of the contract period and the completion of all contractual obligations. No interest shall be paid on the Security Deposit/Performance Security.

3. The University reserves the right to take any such actions as may deemed fit against the Printer in case of failure on the part of the Printer for fulfilling the contract apart from forfeiture of Security Deposits.
4. Acceptance of offer shall be communicated in writing.
5. The terms and conditions of this agreement shall be applicable on all jobs i.e. study materials and other such University Publications, etc. which shall be assigned by The University, as per its requirements from time to time.
6. The rates quoted and accepted shall remain firm, valid and not subject to any change on whatever grounds for a period of 24 months from the date of notification of the empanelment.
7. **EMPANELMENT AND CONTRACT PERIOD:** The Empanelment and Contract (as also the schedule of rates finalized) shall be initially valid for a period of 24 months from date of Notification of the Empanelment. The same may be extended further one year as per the exigency at the sole discretion of the Competent Authority of The University on the same Terms & Conditions and rates in writing.
8. The qualified bidders (technical and financial bids) who have agreed to work on print job category wise L-1 rate will be empanelled. Work would be assigned to all the empanelled printers from time to time.
9. The assignment of printing work shall be made by the University purely on the basis of the overall performance of the printers, in terms of quality and the deadline time of the books assigned. In case of any delay or poor quality of printing, noticed by the University on the part of the empanelled printers, University shall reduce the quantum of work to such printers as per its own discretion.

Registrar, MPDD



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
TERMS AND CONDITIONS OF CONTRACT**

1. **PARTIES:** The Parties to the Contract are the Printer through its authorized signatory and IGNOU through the Registrar (Administration), Indira Gandhi National Open University.
2. **ADDRESS OF THE PRINTER AND NOTICES AND COMMUNICATION ON BEHALF OF IGNOU:** Any notice, approval, consent and or other notification required or permitted to be given hereunder shall be in writing in English and shall be personally delivered, or transmitted by registered airmail with postage fully paid, or transmitted by telex or facsimile (With postage prepaid airmail confirmation) to the address specified below or to such other address as may, from time to time, be given by each party to the other party in writing and in the manner herein before provided :

(a). The Registrar (Administration),
(Name & Designation of the Authorized Signatory),
Indira Gandhi National Open University (IGNOU),
Block – 8, Main Campus, Maidan Garhi,
New Delhi – 110068

(b). _____ (PRINTER),
(Name & Designation of the Authorized Signatory),

_____,
_____,
_____,

Any notice, approval, consent and other notification required or permitted to be given here under shall be deemed to have been given on the date of receipt when personally delivered, on the date seven (7) days after having been posted when transmitted by registered airmail or on the date of transmission with confirmed answer back, when transmitted by email. Each party shall inform the other party in case of change of their respective addresses and in the absence of any information about changes of address, the correspondence at the above mentioned address shall be deemed as information served to and received by the other party.

3. **RESPONSIBILITY OF THE PRINTER FOR EXECUTING THE CONTRACT:** The Printer shall execute the Contract in all respects in accordance with the terms and conditions therein. The Printer shall print, with specified text paper and cover paper/card, bind and deliver the work in clear and legible type, form and style and with proper materials in good and workman like manner, maintaining a high quality production and by the process specified, and where a sample is supplied in accordance with the artwork of specifications. The specifications and other details mentioned in the work order issued including delivery schedule, etc., are to be strictly adhered to by the Printer. Proofs or bulk supply are liable to be rejected without any compensation to the printer(s) if they are found defective and/or substandard. IGNOU shall, intimate the printers about all such defects/deficiencies and printer shall rectify those defects and supply within 07 days to The University. The decision of the University in this regard shall be final and binding on the printer. The supply(s), if already made and delivered and if rejected by the University shall be removed by the printer at their own expenses. The University shall be under no liability whatsoever for the rejected supply(s). If the rejected supply(s) are not removed by the Printer within fifteen days from the date of rejection, the University will: (a)

have the right to realize that amount from Security Deposits, (b) cause the same to be removed and charge the printer with all expenses incurred in such removal.

4. **(a) Subletting of Assignment:** The Printer shall not sublet, transfer, or assign the Contract or any part thereof in any manner whatsoever to any third party. If found guilty, the Security Deposit and Performance Security will be forfeited and firm will be blacklisted.

(b) Change in a Firm:

- i) If the Printer is a partnership firm, the firm shall furnish the Partnership Deed to IGNOU and undertaking that no new partners shall be introduced in the firm during the term of the Contract, except with the prior consent, in writing of IGNOU, which may be granted only upon execution of a written undertaking by the new partners to perform the Contract and accept all the liabilities incurred by the firm under the Contract from the date of commencement of Contract.
- ii) If on the death or retirement of any partner of the Printing firm, before the complete performance of the Contract, IGNOU may at its option to cancel the contract and in such case the Printer shall have no claim whatsoever to any compensation against IGNOU. However, in case the Printer fails to stand by its obligation as undertaken herein, IGNOU shall have a right to recover all losses suffered on that account based on terms and conditions agreed to herein.
- iii) If the Contract is not determined as provided in sub-para (ii) above notwithstanding the retirement or death of a partner of the firm, the remaining partners shall remain liable under the Contract for acts of the firm until a copy of the public notice given under Section-32 of the Partnership Act has been sent to IGNOU by Registered Post.

- (c) Consequence of Breach:** Should the Printer or the printing firm or any partner of the Printer firm commit breach of any or either of the conditions (a) or (b), it shall be lawful for IGNOU to cancel the Contract and purchase or to authorize the purchase of the stores of printed material from any third party and in that event Performance Security deposit/Security Deposit will be forfeited and other administrative action like blacklisting of the printer/debarring the printing firm may also be taken by IGNOU. The decision of IGNOU as to any matter concerning or arising out of this sub-para or on any question whether the Printer or the printing firm or any of partners of the printing firm has committed a breach of any of the conditions in the sub-para contained shall be final and binding on the Printer and the Printer shall not raise any objection thereto at any point of time.

5. **PRECAUTIONARY MEASURES:**

- a) All the jobs shall be carried out in a workman like manner with clarity and efficiency.
- b) The Printer shall take care to see that the work (positives, Soft Copies (CDs), printed material of IGNOU) or any portion thereof does not fall into the unauthorized hands. Care shall be taken to execute the work under secure conditions. All proofs and trials and spare copies should be destroyed by burning in the presence of a responsible person of the press duly authorized by IGNOU for the purpose. A certificate granted by the person authorized by IGNOU and who was present on the occasion that these precautions were taken should be sent after the completion of the work.

6. **INFORMATION AS TO WORK IN HAND:** The Printer shall whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit any employee of IGNOU connected with the work to inspect the Printer's premises at all

reasonable times to verify the work as per the statements. The Printer shall give all assistance and information as may be required to do so by IGNOU and give detailed explanations of the cause of non-delivery of any work in arrear.

7. **COMPOSING & DESIGNING:** In special type of jobs other than routine jobs if any of the empanelled printer have in-house facilities of laser composing & designing, the printer will do the work of composing/designing that can be assigned by the Registrar (MPDD) on IGNOU approved rates of empanelled laser typesetters/designers.
8. **RETURN OF ALL MATERIALS SUPPLIED TO PRINTER BY IGNOU:** All materials prepared by the printer (or provided to the printer) for the printing of any work entrusted to him by IGNOU such as Ferros, CRCs, CDs, all Artwork, if any, positives of text and cover, positives of the transparencies and colour illustrations, if any etc., shall remain the property of IGNOU and shall be returned to IGNOU neatly and securely packed to prevent damage along with the printed copies. The Printer shall ensure that no duplicate copies of the aforesaid materials are made or retained by any person/employee.
9. **DESCRIPTION OF TEXT PAPER AND ART CARD FOR COVER:**
 - (a) The empanelled printers shall use white Maplitho Paper of size 61×86 centimeters or other specified Text Paper and Art Card of 62×88 centimeters for cover or other specified card. The printer shall ensure that the size of the printed study material should be 8.25×11.50 centimeters. **A certificate of use of specified paper/card along with Summary of consumption of paper of particular lot shall be signed and sealed by the printer certifying the quality and quantity of Maplitho Text Paper (white) and Art Card used for the printing of books with the bills, otherwise no payment shall be admissible. The Printer must enclose bill of purchase of these specified printing Text Paper and Cover Paper/Art Card with the bill along with latest Lab testing reports (after issuance of Job Order) for all the parameters according to IS 1848:2018 (Part-I) and IS 6956:2001 with latest amendments, if any, shall be done by the Printer through Central/State Govt. paper testing agencies of the purchased Maplitho Paper (white) and Art Card duly sealed and signed of the testing officials.**
 - (b) 70 GSM Maplitho Paper for Text printing and 170 GSM Art Card for Cover Printing shall be used by the printers. Sample paper testing for all the parameters according to IS 1848(Part-I):2018 and IS 6956:2001 with latest amendments; if any, shall be done by printer through any Central/State Govt. paper testing agencies. If any technical deviation is found in test reports, the penalty shall be levied @1% for deviation in each parameter at the time of processing of 80% payment of the bill value.
 - (c) Wherever Pulp Board is used in place of Art Card for printing of Cover Page by the printers, the complete consignment liable to be rejected.
10. **Maplitho Text Paper (white) for text printing of SLM (Books):** Testing shall be done by the University on printed samples according to IS 1848:2018 (Part-I) for 70 GSM Maplitho Text Paper (white) with latest amendments with following five parameters:

Sl. No.	Parameters to be tested as per IS 1848 (Part-I): 2018 for 70 GSM Maplitho Text Paper	Quantum of penalty in relation to %age of deviation
1.	GSM	100%
2.	Opacity	100%
3.	Double Fold (MD, CD)	50%
4.	Smoothness	50%
5.	Tear Index (MD, CD)	50%

11. **Art Card for Cover Printing of SLM (Books):** Testing shall be done by the University on printed samples according to IS 6956:2001 for 170 GSM Art Card with latest amendments with following three parameters:

Sl. No.	Parameters to be tested as per IS 6956: 2001 for 170 GSM Art Card	Quantum of penalty in relation to %age of deviation
1.	GSM	100%
2.	Smoothness	50%
3.	Gloss	100%

In the event of any deviation in the Lab Test reports, a penalty may be imposed as per details given above. However, the maximum penalty imposed on the basis of quality parameters shall be capped at @15% of the total bill value.

12. **PACKING AND FREIGHT:** The printed copies should be supplied duly tied up in suitable size bundles with strip packing (horizontally and vertically) and be covered on all sides with brown kraft paper.

The Printer shall be responsible for all loss, destructions, damage or deterioration of printed materials and positives for any cause, whatsoever, while the printed materials are awaiting dispatch or delivery or in the course of transit from the Printer to the consignee. The Printer shall alone be entitled and responsible to make claims against railway administration or other carrier in respect of non-delivery, short delivery, mid-delivery loss, destruction, damage or deterioration of the printed materials and positives entrusted to such carrier by the Printer for transmission to the consignee, as IGNOU shall not pay separately for transit insurance.

13. DELIVERY

- a) The Printer shall deliver printed material to the MPDD stores of IGNOU (including respective IGNOU RCs as and when required), at their own cost in accordance with the conditions of the Contract at the time/times and at the place/places and in the manner as specified in the acceptance letter or supply order. The Printer shall comply with the instructions of the IGNOU issued from time to time regarding the delivery of the printed materials to stores.
- b) **Passing of Property:** Property in the stores/printed copies shall pass to IGNOU only if the stores/printed copies have been delivered to the IGNOU/Consignee, in accordance with the terms of Contract, unless otherwise agreed to be property in the stores/printed material shall be passed:
 - i) In cases where stipulation is for local delivery or free delivery, at the specified destination.
 - ii) In case where the Printer has been instructed to deliver the supply other than the local deliver they should attach the railway receipt, consignment note as the case may be in accordance with the terms of the Contract and submit the same along with the bills in original.
- c) **Timely Collection of Job Order & Positives/Soft copy (CDs) etc.:** Once the job orders are ready and positives/Soft Copy/(CDs) are available in MPDD, it is binding on the Printer to collect the work order & positives/soft copy (CDs) etc. within a maximum period of one week. However, if for some genuine reasons (e.g. Positives, CDs are not available in MPDD) the printer is not able to collect positives within the stipulated time, it may be brought to the notice of Registrar, MPDD as the case may be, immediately in writing.
- d) **Time for Completion of the Order:** The time specified in the Job Order for completion of the order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the Contract. If the time schedule is not adhered to and the delivery of the job is delayed for the reasons, other than beyond the printers control/genuine reasons, the

Registrar, MPDD, as the case may be, should be informed immediately with supporting documents to corroborate the reasons for delay. The Registrar, MPDD shall at their option and discretion either (a) cancel the job order and/or (b) order recovery from the printer(s) as agreed liquidated damages by way of penalty including to issuance of Warning Letter.

- e) **Refusal of Printing Job Orders:** Once the job order has been awarded for printing, the printer have to execute the printing jobs within stipulated time specified in the job orders, if they refuse/return the printing order after receiving the job order, Security Deposit shall be forfeited. In case of any serious exigencies, if the Printer is not able to undertake the printing job, Printer shall have to furnish authenticated documentary evidence from the Govt. Authority.
- f) **Penalty for Delay:** The penalty for delay in execution of the printing jobs assigned to the printers by the University shall be levied at the following rates in the event of within the prescribed timeline of the jobs from the date given for this purpose.
- From 1st to 7th Day - 3% deduction from the total bill.
 - From 8th to 14th Day - 6% deduction from the total bill.
 - From 15th to 21st Day - 9% deduction from the total bill.
 - From 22nd to 28th Day - 12% deduction from the total bill.
 - From 29th to 35th Day - 20% deduction from the total bill.
 - From 36th to 42th Day - 25% deduction from the total bill and in addition issuance of Warning Letter to the printer. In case three Warning Letters are issued against a particular printer, the printing work will not be assigned for 6 months.
 - From 43rd to 50th Days - 25% deduction from the total bill and in addition forfeiting of Security Money, Performance Security and dis-empowerment of the printer for 6 months with immediate effect.
 - Beyond 50th Days - 30% deduction from the total bill and in addition forfeiting of Security Money, Performance Security and dis-empowerment of the printer for 2 years.

However, for print orders where print-runs are above 10,000 copies and wherein the supplies are staggered (i.e. the work order is broken into lots and specific/separate dates are given for each lot) penalty may be imposed for the delay lot wise on pro-rata basis/differential basis. Where print runs are less than 10,000 copies penalty for delay would be on complete supply after due date of supply.

Penalty for delay may be imposed for all blocks/volumes received after due date irrespective of blocks/volumes received in time as date being same for complete course/courses.

- g) Part supply from printer may be accepted by the Stores, MPDD, IGNOU to meet exigencies.
- h) **Penalty for short supplies:**
- i) In case of short supply not exceeding 5% of the total order which gets subsequently completed by the Printer within a period of two weeks from the due date of supply, there shall be no penalty.
 - ii) In case the said short supply does not get completed within a period of two weeks from the due date of supply, the Printer would be applicable for supply delay from the due date of supply on complete job order.

- iii) In case of short supply the penalty would be twice the Study Material cost.
- iv) If the bill amount is insufficient for recovery of penalty the same will be recovered from next bill/Security Deposit/ Performance Security.

If the practice of short supply is continued even after levying the penalty three times, no further work would be assigned to the firm for six months.

14. PENALTY DUE TO INFERIOR AND DEFECTIVE SUPPLY:

(a) In the event of the Printer failing to :

- (i) Observe or perform any of the conditions of the work as set out herein.
- (ii) Execute the work in good workman like manner and to the satisfaction of the Registrar, MPDD maintaining the required high quality of Printing and by the time fixed by the Registrar, MPDD.

It shall be lawful for the Registrar, MPDD in his discretion to remove or withhold any part of the work until such time as he/she may be satisfied that printer is able to do and shall duly observe the said conditions and in the latter event, to reject or remove as the case may require any work executed otherwise than in a good and workman like manner to the satisfaction of & by time fixed by the Registrar, MPDD to make such arrangements as he/she may think fit for the reproduction of the work in lieu of that so rejected or remove as aforesaid on the account and at the risk of the Printer.

Provided further that if in either event any excess cost be incurred by IGNOU by reason of the difference between the prices paid and the accepted rates certified by the Registrar, MPDD whose certificate shall be final, IGNOU may charge the amount of such excess cost to the printer and the same may at any time be deducted from any sum or sums then due or which at any time thereafter may be become due to the printer under this or any other Contract or from the security deposit or may be demanded by him to be paid within seven days to the credit of IGNOU.

- (b) Penalty for Inferior Text Paper and Art Card for Cover Used:** Printers shall submit a paper consumption certificate along with the bill of the job carried out by the firm. The paper consumption statement along with summary of consumption of paper of particular lot shall be signed and sealed by the printer certifying the quality and quantity of Maplitho Text Paper and Art Card used for the printing of books. IGNOU shall go for the testing of Maplitho Text Paper and Art Card as per Para 10 & 11, respectively, if any, from a Government laboratory. Total of 5 random samples from a lot given to a particular printer in a Print Committee Meeting or one sample of a course/publications where small quantity of work is awarded from time to time, as the case may be. In case of failure in Test of any specified parameter, payment shall be released accordingly, after imposing penalty as mentioned at Para 10 & 11 above.

Tolerance limit $\pm 2.5\%$ shall be taken into account for acceptance in the event of any deviation from the specified specifications in respect of Maplitho Text Paper (white) and Cover Paper/Card subject to the penalty as mentioned at Para 9 above.

- (c) Penalty for Defects, etc., for Printing:** In the event of discovery of any error, defect and deviation in size of study material/other publications, as the case may be, due to the fault of the Printer at any time after the delivery of the copies ordered, the Printer, shall be bound if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Registrar, MPDD. In the event of the delivery of any defective work which owing to urgency or for any other reasons, cannot be wholly rejected, IGNOU, shall have the power to deduct, from any payment due to Printer @ 5% penalty each on per defective component of printing work i.e., Cover printing, Text printing, Cover binding, Text binding, Packaging without kraft paper & forwarding and size (over trimming) of publications and covers all other unforeseen errors/mistakes in the printing/binding work etc. The maximum penalty in this category is 20%.

15. In the event of a work being wholly rejected, the Registrar, MPDD may at his own discretion either.
 - (a) Permit the Printer to re-do the same within such time as he may specify at Printer's own cost.
 - (b) Arrange to get the additional work done by Registrar, MPDD or elsewhere and by any other person or from any other source than the Printer, in which case the amount of extra cost, if any, shall be recovered from the Printer.

16. If at any time after the acceptance of the tender, IGNOU shall for any reason whatsoever do not require the whole or part of the job to be carried out, the Registrar, MPDD shall be entitled to give a notice in writing to this effect to the printer, who shall have no right to claim for any payment of compensation or otherwise, whatsoever, on account of any profit or advantage which he/she might have derived from the execution of the job, if executed to full but which they did not derive in consequence of such foreclosure.

If such a foreclosure is done before the printer has commenced the work he/she shall not be entitled to any compensation whatsoever. If however, the printer had commenced the work before such foreclosure the Registrar, MPDD shall decide the sum that may be paid to the Printer as charges of compensation for the work already done and the decision in this regard shall be final and binding on the printer. However, the Contract may be terminated by IGNOU at any time by giving fifteen days notice in writing without assigning any reason whatsoever.

17. EXTENSION OF TIME:

As soon as it is apparent to the Printer (s) that the respective due date(s) for completion of the work cannot be adhered to, an application for extension of time shall be sent to the Registrar, MPDD well in advance without prejudice to the rights of IGNOU under the Contract, intimating the failure to execute the jobs in stipulated time as aforesaid due to any unavoidable cause (including strikes, fire and accidents resulting in stoppage of work in the factory of the Printer). The Registrar, MPDD may decide whether the grounds stated by the Printer are reasonable for any extension of time and extend the time under the circumstances of the case on such terms and conditions as to payment of liquidated damages or otherwise, including a term enabling the Registrar, MPDD to obtain supplies/get the printing done from elsewhere. During the said period, the Printer will pay liquidated damages as agreed, and not by way of penalty, such sum not exceeding Two (2) percent of the value of work which the Printer has failed to deliver as aforesaid for each week or part of a week during which the job may be in arrears where delivery thereof is accepted after expiry of original/refixed delivery period, providing that total damaged claimed shall not exceed 10% of the total Contract value. The decision of the Registrar, MPDD shall be final and binding on the Printer and the amount so payable shall be recovered by deduction from the bill of the Printer(s) or otherwise as may be found necessary.

18. The powers of the Registrar, MPDD under this condition shall in no way affect or prejudice the powers in certain events to terminate the Contract and forfeiture of deposit.
19. In case of any deliberate misuse of this contract, the University may impose a penalty by way of forfeiting the security deposit or any other way, it may deemed fit. In that case, the decision of the Vice Chancellor shall be final and binding on the empanelled printers.
20. The Security Deposit/Performance Security may be forfeited by order of the Vice Chancellor, IGNOU in the event of any breach or non-observance of any of the conditions of the Contract. On the expiry of the Contract, such portion of the said security as may be considered by the Vice Chancellor, IGNOU sufficient to cover an incorrect or excess payment made on the bills of the Printer shall be retained by him until the final settlement on the account of the Printers bill has been received and examined.

21. In the event of strikes, fires, accidents, or circumstances beyond the control of the Printer resulting in stoppage of work and consequent suspension of delivery or completion timelines, no penalty shall be levied for such period of delay. However, the Registrar, MPDD shall be empowered, during the period of such stoppage, to get the work executed from alternative sources without any liability or cost to the Printer. The Printer shall, in such circumstances, extend full cooperation and provide all necessary facilities for the removal and use of Positives, CDs, and materials as may be required for completion of the work.
22. **INSOLVENCY AND BREACH OF CONTRACT:** The Vice Chancellor, IGNOU may at any time by notice in writing summarily terminate the Contract without compensation to the Printer in any of the following events that is to say:
- (a) If the Printer being an individual or if a firm, any partner thereof, shall at any time be adjudged insolvent or shall have a Receiver appointed on the business or any order for administration of his estate made against him or shall take any proceeding for composition under Insolvency Act for the time being in force or make any conveyance or assignments of his effects or enter into any arrangement or with this conditions or suspend payment or if the firm be dissolved under the Partnership Act, or
 - (b) If the Printer being a company is wound up voluntarily or by the order of a court or a Receiver, Liquidator or Special Officer or Administrator appointed by the debenture holders or circumstances shall be arisen which entitled the court or debenture holders to appoint a Receiver, Liquidator or Manager, Special Officer or Administrator, or
 - (c) If the Printer commits any breach of the Contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue hereafter to the purchaser/IGNOU and provided also that the Printer shall be liable to pay IGNOU for any extra expenditure IGNOU is thereby put to and the Printer shall under no circumstances be entitled to any gain or re-purchase.
23. **PROCEDURE FOR SUBMISSION OF BILLS AND PAYMENT:**
- (a) After completing the job work, the Bill in Triplicate prepared on the basis of accepted Schedule of Rates shall be submitted by the Printer to the Registrar, MPDD for releasing, initially, 80% payment. In submission of the bill, the printer must ensure that the bill shall be prepared in all the aspects i.e. number of pages, colors, size, binding, etc. strictly as per approved schedule of rates. No under charges shall be paid in any manner. The documents required to be enclosed while submitting the bill are as under:
 - (i) Original Challan for the supplies made duly endorsed by AR/DR of concerned Stores,
 - (ii) Specimen copy of the printed material,
 - (iii) Certificate in respect of Maplitho Text Paper (white) and Art Card used and consumption along with summary of consumption of paper of particular lot duly signed and sealed or as the case may be,
 - (iv) Latest Lab Test report (after issuance of Job Order) from any Central/State Govt. paper testing agency duly signed and sealed by the testing officials of used Maplitho Text Paper (white) and Art Card
 - (v) Copy of Bills in respect of procurement of Text Paper and Art Card.
 - (vi) Original Challan in respect of return of Positives/CDs duly endorsed by officials of Positives Unit.
 - (vii) Copy of job order
 - (viii) 80% of Admissible Amount of the Bill shall be paid by IGNOU in respect of Printing as specified in the Job Order without waiting for the Lab Test reports of Text Paper and Art Card of any specifications. However, in case of delay and short supply, IGNOU

reserves the right to deduct the penal amount for delay & short supply as per Para 13(f) during release of 80% payment itself.

- (b) For settlement of remaining 20% payments from total admissible amount, the Printer has to write a Request Letter to Registrar, MPDD, for releasing due amount by enclosing the following documents.

- (i) Original Material Receipts Vouchers (MRVs), and
- (ii) Copy of the Job Order.

- (c) Print job assigned to the printer would be deemed complete only on submission of documents/materials for release of balance 20% payment for the printing job. IGNOU shall process the Bill for releasing 20% payment only after receiving the Lab Test Report of specified Maplitho Text Paper (white) and Art Card.

The final Request Letter for 20% payment should be submitted within 3 months from the date of the intimation of the Lab Test Report by IGNOU, unless delayed for any genuine reason for which the Printer needs to take approval on case to case basis from Registrar, MPDD before expiring of 3 months period. Also, the supplementary claims if any should be referred within 3 months of the date of receipt of the final Request Letter of the Printer.

- (d) The 100% payment will be made for printing of miscellaneous items such as Convocation Publications, Annual Reports, Annual Accounts, Brochures, Posters, Invitation Cards, Calendars, Diaries, Writing Pads, Exam. related Forms etc.
- (e) The firm shall have to submit a photocopy of the purchase order of Maplitho Paper and Art Card along with a latest Lab testing reports (after issuance of Job Order) on the paper being utilized from the printer according to IS 1848:2018 (Part-I) and IS 6956:2001 with latest amendments, if any, to be obtained from any Central/State Government Paper Testing Laboratory, duly sealed and signed of the testing officials in original which have been used for printing of books for verification purpose.
- (f) Charges of Loading/Unloading/FOR of printing material shall be borne by the firm.
- (g) **Late return/submission of Positives/CDs:** The job should be completed within the delivery schedule. The entire Positives/CDs of the job assigned for printing supplied by IGNOU or made by the printer as per job orders shall be returned/submitted immediately (within 10 days) of the supply of last delivery along with printed samples.
- (h) **Recovery of the cost of defective/damaged Positives/CDs:** Twice the cost of all such Positives/CDs which have been received in defective/damage condition or pages found missing, shall be recovered from the Printers on the basis of Positive making charges being paid by the IGNOU.

Payment against Bill/Invoice shall be released only after execution of the job order and the quality of items are found to be satisfactory of the IGNOU. Payment will be made directly to the Printer through NEFT/RTGS. No request for other mode of payment will be entertained. No advance payment will be made in any case and TDS will be deducted as per Govt. norms.

24. **POST PAYMENT AUDIT OF PRINTER'S BILL:** IGNOU reserves the right to carry out a post payment audit of the printer's bill including all supporting vouchers. IGNOU further reserves the right to enforce recovery of any over payment coming to light as a result of such a check, by any or all the methods prescribed above.
25. **REPRESENTATION BY PRINTER:** In case the printer is aggrieved regarding any matter under this contract a representation in writing may be given to the Registrar, MPDD giving complete details of the fact.

- 26. IMPRINT PAGE:** The imprint page should be printed as per the Publishing Convention being followed everywhere i.e.

(a) Details of the following:

- i) Curriculum/Course/Expert Design Committee.
- ii) Course Preparation Committee.
- iii) Coordination Committee
- iv) Printing and Publication.

(b) Details of Production

- i) Month and year of Publication
- ii) Copy Right along with the Indira Gandhi National Open University
- iii) ISBN No.

(c) The following details:

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from Indira Gandhi National Open University.

Further information on Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110068.

Printed and Published on behalf of Indira Gandhi National Open University, New Delhi by (the name and designation of the Registrar, MPDD).

- (d) PRINT LINE:** The name of the firm who has composed and printed along with their address. Design credit may also be given in a few cases.

- 27.** GST/TDS would be applicable as per the Government of India rules stipulated from time to time.

28. DISPUTE RESOLUTION AND JURISDICTION:

In case of any dispute, the same shall be resolved by mutual discussions between the parties within a period of 30 days failing which, only regular Courts at Delhi/New Delhi will have jurisdiction for adjudicate upon the matter.

(On Non-Judicial Rs. 100/- Stamp Paper)

AGREEMENT

This “**Agreement**” (Here – in – after referred to as the “**Agreement**”) is executed on this the _____ day of _____, 20____, at New Delhi,

**BY
&
BETWEEN**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU), a National University established by an Act of Parliament i.e., Indira Gandhi National Open University Act, 1985 (Act No. 50 of 1985) having its Headquarters at Maidan Garhi (New Delhi – 110068) {Here – in – after for the sake of brevity referred to as “**IGNOU**”, which expression unless excluded by or repugnant to the context or meaning hereof, shall include its Successor (s), Administrator (s) or Permitted Assignee (s)}, being represented through its Authorized Signatory, _____, Registrar (Administration) of the **FIRST PART**.

AND

_____, a _____ incorporated under the provisions of the _____, having its Registered Office at _____

{Here – in – after for the sake of brevity referred to as “**PRINTER**”, which expression unless excluded by or repugnant to the context or meaning hereof, shall include its Successor (s), Administrator (s) or Permitted Assignee (s)}, being represented herein through its Authorized Signatory, _____ duly authorized vide _____ (The firm has to furnish the certificate of authorized signatory of the **SECOND PART**).

HERE-IN-AFTER, individually referred to as the “**Party**” and collectively referred to as the “**Parties**”

WHEREAS, IGNOU is an autonomous University established by an act of Parliament with a view to democratize education and disseminate knowledge through novel techniques and methodologies for the benefit of large section of society within the country, especially the weaker and disadvantaged groups through Open and Distance Learning (ODL).

WHEREAS, Printer _____

(Details of the Printer).

AND WHEREAS, IGNOU in the course of its activities grants contract to Printer for undertaking printing work on A4 size (210 mm × 297 mm) and A5 size (148 mm × 210 mm) with text paper on 70 GSM Maplitho Text Paper (white) and also Cover Paper/Card on 170 GSM conforming to IS 1848:2018 (Part-I) and IS 6956:2001 with latest amendments; if any, respectively with latest amendments time to time in connection with the activities undertaken by IGNOU.

THAT, the Printer has been selected / approved for award of contract for printing work on A4 size (210 mm × 297 mm) and A5 size 148 mm × 210 mm) with text paper in 70 GSM Maplitho Text Paper (white) conforming to IS 1848:2018 (Part-I) with latest amendments; if any, and cover paper/card on 170 GSM conforming to IS 6956:2001 with latest amendments; if any (Here – in – after referred to as the “**Contract**”), for a period of 24 months in accordance with letter No. _____ dated _____.

AND THAT, the Printer and IGNOU desire to define their respective rights and obligations with respect to the Contract and its execution ;

NOW THEREFORE, IN VIEW OF THE FOREGOING PROMISES AND IN FURTHER CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED, THE PARTIES HERETO AGREE AS GIVEN UNDER :

(1). EFFECTIVE DATE & TIME :

The Contract shall remain in force for a period of 24 months with effect from the date of Notification of the Empanelment i.e. from _____ and further extension of one year at the sole discretion of the Competent Authority of IGNOU on the same Terms, Conditions and rates in writing.

(2). TERMS & CONDITIONS STATED IN THE CONTRACT FOR PRINTERS :

- (i). The Parties have further agreed that the Contract shall be executed in accordance with the Terms and Conditions as laid down in the Contract for Printers as Annexure–IV (As stated in the e-tender, enclosed herewith) to this Contract. Annexure–IV is part and parcel of this contract in addition to the covenants agreed to herein.
- (ii). The Parties have read and understood the contents and implications of the Terms and Conditions stated in the Contract for Printers in Annexure–IV and having agreed to the contents thereof have signed each page of the Annexure–IV contract, apart from signing this Agreement.

(3). DISPUTE RESOLUTION AND JURISDICTION :

In case of any dispute, the same shall be resolved by mutual discussions between the parties within a period of 30 days failing which, only regular Courts at Delhi/New Delhi will have jurisdiction for adjudicate upon the matter.

(4). FORCE MAJEURE :

- (i). Neither IGNOU nor Printer shall be liable to each other for failing or delay in the performance of any of its obligations under this AGREEMENT or the time over to the extent such failure or delay is caused by riots, civil commotion, war, hostilities between nations, government laws, orders or regulations, embargoes, actions by the government or any agency thereof, acts of God, storms, fires accidents, strikes, sabotages, explosions, or other similar or different contingencies beyond the reasonable control of the respective Parties.
- (ii). In the event that either party is, wholly or in part, prevented from or hindered in carrying out or observing any of the terms or conditions of this agreement for any cause set forth in Para 4(i), such party shall give written notice to the other party by the most expeditious means as soon as possible after occurrence of the cause relied on, giving full particulars of the reason for such prevention, or hindrance, and the Parties shall in good faith consult each other and take necessary measures for the resolution of the affairs so prevented or hindered.

(5). AMENDMENT OF THE AGREEMENT :

- (i). The obligations of IGNOU and Printer have been outlined in this Agreement. However during the operation of the Agreement, circumstances may arise which may call for alterations or modifications of this Agreement. These modifications / alterations will be mutually discussed and endorsed in the form of an “Appendix or Addendum to the Agreement”. These modifications / alterations will be mutually discussed and agreed upon in writing and shall be effective only if executed by the respective duly authorized representatives of each of the Parties hereto;
- (ii). No Amendment for change hereof or addition hereto shall be effective or binding on either of the parties hereto unless set in writing and executed by the respective duly authorized representatives of each of the parties hereto;

(6). INDEMNITY CLAUSE :

The Printer has agreed to bear the responsibility for any third party claims, demands, proceedings, prosecutions, or actions against IGNOU, arising out of and as a result of any callous, negligent, deficient action or omission by any employee of Printer and has undertaken to keep IGNOU indemnified against all losses and damages suffered including expenses incurred by IGNOU while defending the claim in any court as a result of any such claim, demands, proceedings, prosecutions or actions.

(7). REPRESENTATIONS AND WARRANTIES :

The Parties hereby represent and warrants to each other that:

- (a). It is duly established and existing under the laws of jurisdiction stated against its name in this Agreement and has the power and authority to sign this Agreement;
- (b). It has the requisite legal power and authority to enter into this Agreement, perform and comply with its duties and obligations under this Agreement;
- (c). That this Agreement constitutes legal, valid and binding obligations enforceable against it in accordance with the terms here of and has been signed by the Parties without any force, fraud or coercion;
- (d). That the execution, delivery, and performance of this Agreement have been duly authorized by all requisite actions and will not constitute a violation of:
 - (i). Any statute, judgment, order, decree or regulation of any court, Governmental Instrumentality or arbitral tribunal applicable or relating to itself, its assets or its functions; or
 - (ii). Any other documents or to the best of its knowledge any indenture, contract or agreement to which it is a party or by which it may be bound.
- (e). That there are no actions, suits or proceedings pending or, to the best knowledge threatened against it before any court, Governmental Instrumentality or arbitral tribunal that restrain it from performing its duties and obligations under this Agreement; and
- (f). That no representation or warranty made herein contains any untrue statement.

(8). CONFIDENTIALITY :

Parties undertake to treat this Agreement and each of the terms as confidential. Neither party shall disclose to any third party the existence or the terms of this Agreement without the prior written consent of the other parties. The obligations undertaken here to shall not apply to any information obtained which is or becomes published or is otherwise generally available to the public other than in consequence of any willful or negligent act or omission of either of the Parties here to or any of their or its employees and such obligations shall survive the termination of the Agreement.

(9). SEVERABILITY :

Any law restraining the validity and enforceability of any provision of this Agreement shall not affect the validity or enforceability of the remaining provisions here of and this Agreement shall be deemed as not containing the invalid provisions. The remaining provisions of this Agreement shall remain in full force and effect, unless the invalid or unenforceable provision comprises an integral part of or otherwise is inseparable from the remaining Agreement. In such a case, the parties to this Contract shall attempt to agree on a provision which is valid and enforceable and similar to the original provision.

(10). WAIVER :

Neither the Parties shall be deemed to have waived any right under this Agreement unless such party shall have delivered to the other party a written waiver signed by an authorised officer of the waiving party. Any delay or failure to exercise any right and remedy under this Agreement shall not operate as a waiver thereof, complete or partial of the exercise of any right of remedy and shall not prevent any party to exercise further any other right and

remedy. The right and remedy herein provided are cumulative and not exclusive of any provided by law.

(11). NOTICES :

Any notice, approval, consent and or other notification required or permitted to be given hereunder shall be in writing in English and shall be personally delivered, or transmitted by registered airmail with postage fully paid, or transmitted by telex or facsimile (With postage prepaid airmail confirmation) to the address specified below or to such other address as may, from time to time, be given by each party to the other party in writing and in the manner herein before provided :

(a). The Registrar (Administration),
(Name & Designation of the Authorized Signatory),
Indira Gandhi National Open University (IGNOU),
Block – 4, Administrative Block,
Main Campus, Maidan Garhi,
(New Delhi – 110068).

(b). _____ (PRINTER),
(Name & Designation of the Authorized Signatory),
_____,
_____,
_____,
_____.

Any notice, approval, consent and other notification required or permitted to be given here under shall be deemed to have been given on the date of receipt when personally delivered, on the date seven (7) days after having been posted when transmitted by registered airmail or on the date of transmission with confirmed answer back, when transmitted by telex or facsimile.

(12). APPLICABLE LAW :

This Agreement shall be governed construed and enforced in accordance with the laws of India.

(13). HEADINGS :

The headings used in this Agreement are inserted for convenience reference only, and shall not effect the interpretation of the respective clauses and paragraphs of this Agreement.

(14). MATTERS NOT PROVIDED IN THE AGREEMENT :

If any doubt arises as to the interpretation of the provisions of this Agreement or as to matters not provided therein, the Parties to this Agreement shall consult with each other for each instance and resolve such doubts in good faith.

(15). SURVIVAL OF RIGHTS AND OBLIGATIONS :

Termination of this Agreement for any cause shall not release a Party from any liability which at the time of termination has already accrued to another Party or which thereafter may accrue in respect of any act or omission prior to such termination.

(16). NO PARTNERSHIP :

Nothing in this Agreement shall be deemed to constitute or create an association, trust, partnership or joint venture between the Parties nor constitute any Party the agent of any other Party for any purpose.

(17). FURTHER ACTS AND ASSURANCES :

Each of the Parties agrees to execute and deliver all such further instruments and to do and perform all such further acts and things as shall be necessary and required to carry out the provisions of this Agreement and to consummate the transactions contemplated hereby.

(18). INTERPRETATION :

- (a). This Agreement has been executed in the English Language only and only the English Language shall be the controlling language for interpretation thereof. No translation, if any, of this Agreement into another language shall be of any force or effect in the interpretation of this Agreement or in determination of the intent of either of the Parties hereto.
- (b). This Agreement has been executed in two parts. Each of the parts is to be treated as original and primary evidence of the understanding arrived at between the Parties.
- (c). This Agreement together with the General Conditions of Contract for Printers constitutes the whole and only Agreement signed between the Parties with respect to the subject matter described herein.

This agreement is signed on the date appended herein at New Delhi.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be made in English and executed by their respective duly authorized signatories on this the day and year first above written.

SIGNED, SEALED AND DELIVERED BY :

For and on behalf of IGNOU : _____, Registrar (Administration), IGNOU, New Delhi. Dated : Place : In the presence of : (Representatives from IGNOU, New Delhi). (1). Name _____ Address : _____ _____ _____ _____ (2). Name _____ Address : _____ _____ _____ _____	For and on behalf of Printer : _____, Printer. Dated : Place : In the presence of : (Representatives from Printer) (1). Name _____ Address : _____ _____ _____ _____ (2). Name _____ Address : _____ _____ _____ _____
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