

**Sub.: Invitation of Bids for empanelment of vendors for providing services with regard to Printing and Publishing as may be required by the Society from time to time**

**TENDER CLOSES ON 11/3/2010at 1700 hrs.**

**Sir,**

I take this opportunity to inform you that this Society is looking to empanel suitable vendors to share its workload with regard to Printing/Publishing and related services. In this regard, a Tender Document containing detailed scope of work for which we are looking for the vendor and the terms and conditions for such empanelment/award of job. A copy of the Tender Document is enclosed with this letter.

We would appreciate if you could submit your Technical and Financial bids in the prescribed Performa enclosed with the Tender Document. Before submitting the quotation you must go through the terms and conditions stipulated in Annexure-I.

In case you want to see the document to be supplied or scanned, etc., you may contract the undersigned between 9.30 am to 5.00 pm on any working day to do so. Please note that the entire job has to be executed by the vendor at his own premises. Since this office is located in a building owned by Department of Information Technology, Ministry of Communications and Information Technology, Government of India, all security instruction/guidelines issued by the said Department will have to be strictly followed by the personnel of the vendors selected while visiting this office.

Your Technical Bid in Appendix-I and Financial Bid in the Performa at Appendix-II duly sealed in separate covers super scribed with "**Technical Bid**" and "**Financial Bid**", as the case may be, and then finally sealed in a single bigger cover super scribed with "**Quotation for Printing and Publishing**" and addressed to Registrar, DOEACC Society, Electronic Niketan, Ground Floor, 6, CGO Complex New Delhi-110003 must reach this office at or before 1700 hrs on 11/3/2010. The tenders would be opened on 12/3/2010 at 1000 hrs. in the Conference Room of this Society. If you so desire, you may depute your personnel for attending the Proceedings.

A copy of the Annexure-I containing terms and conditions must be submitted along with the Technical Bid (Performa at Appendix-I duly filled in). Each page of the Annexure I submitted must be signed by the signatory of the quotation in token of acceptance of the terms & conditions. The proposal received without Annexure-I duly signed will be treated as incomplete and hence liable to be rejected.

**Yours faithfully,**

**(S.C. Dhyani)  
Asstt. Director (Admn.)  
Ph. – 24365592**

**TENDER DOCUMENT FOR PRINTING/PUBLISHING AND RELATED SERVICES**  
**CLOSING AT 1700 HRS. ON 11<sup>TH</sup> MARCH 2010**

**1. Background:**

1.1 The DOEACC Society, an autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India, is implementing the DOEACC Scheme, which has been launched jointly by AICTE and Department of Information Technology (Formerly Department of Electronics) with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality Education and Training in the area of IT. The scheme consists of courses at four levels namely 'O' level – Foundation equivalent, 'A' level – Advanced Diploma equivalent, 'B' level – MCA equivalent and 'C' level – designed equivalent to M.Tech. level. Under the scheme, the Society designs and regularly updates syllabi, accredits the courses of the institutes subject to meeting a well defined criteria for respective levels, conducts Examinations twice in a year and issues certificates to the successful candidates in respect of all the courses offered under the Scheme.

1.2 The Society also offers a Course on Computer Concepts (CCC), which is basically an IT Literacy Course for anybody and everybody. The institutes accredited for either or more of O, A, B and C level of courses are authorized to conduct training for this Course and offer candidates for the Examinations conducted by the Society thrice in a year. Also candidates with a minimum qualification of Matriculation or equivalent are allowed to appear as direct candidates based on self study.

1.3 Discharge of the functions of DOEACC involves extensive use of the services of printers for printing of its Answer Books, various publications, e.g. Syllabus, Guidelines for Institutions/Accreditation Application Forms, Various Certificates, Registration Forms, Student's Guide, Various write-ups, instructions to students etc., and it is for providing these services, that the Society is looking for suitable printers to be empanelled for a period of at least two years.

**2. Terms and Conditions:**

2.1 While the vendor selected for empanelment will provide services and supply printed materials as per the time schedule indicated in the Supply Orders issued from time to time; the supplies directly connected with Examination activities such as Blank Answer Books, etc., the following tentative schedule will have to be adhered to:

<b>Item</b>	<b>January Exams</b>	<b>July Exams</b>
a) Submission of design and proof of the Cover Pages for O/A/B/C level Answer Books to be supplied by vendor.	1 <sup>st</sup> November	1 <sup>st</sup> May
b) Design and proof of the Cover Pages of Answer Books to be approved by the representative of DOEACC.	7 <sup>th</sup> November	7 <sup>th</sup> May
c) Order to be placed on vendor by DOEACC.	15 <sup>th</sup> November	15 <sup>th</sup> May
d) Old Answer Books for change of cover pages to be handed over to the vendor.	15 <sup>th</sup> November	15 <sup>th</sup> May

e)	1 <sup>st</sup> lot of 50% of the quantity ordered for Answer Books of each level to be supplied.	25 <sup>th</sup> November	25 <sup>th</sup> May
f)	1 <sup>st</sup> lot of 50% of the Additional Answer Sheets ordered to be supplied.	25 <sup>th</sup> December	25 <sup>th</sup> May
g)	2 <sup>nd</sup> & final lot of balance of the quantity of Answer Books and Additional Sheets ordered.	1 <sup>st</sup> December	1 <sup>st</sup> June
h)	Any additional quantity ordered	To be supplied within two days of the date of placement of Order orally. Oral order to be confirmed subsequently in writing.	

2.2 The designated Officer of the Society would place Orders on Selected vendors for printing and supply of specific items, the rates for which would be finalized under this contract. The order shall specify the item, quantity and the schedule of supply. The vendor shall have to supply the items as per the requirement of the Order.

2.3 Each day of delay in completion of the job shall attract a penalty of 1% of the total cost of the particular activity delayed subject to a maximum 10%. For this purpose, each printing/supply order placed shall be treated as separate activity. The Society reserves the right to cancel the order without any notice in addition to imposition of penalty as above, in case of failure on the part of the vendor to meet time schedules.

2.4 Before commencing the printing of the matter, the vendor shall have to get the proof approved by the representative of the DOEACC. If its found that the articles supplied contain mistakes and the same has been supplied without getting the proof approved, the material supplied shall be summarily rejected and no payment shall be made for the same.

2.5 In case the vendor awarded the specific job fails to perform to the satisfaction of DOEACC Society, the DOEACC shall get the job done at the risk and cost of the vendor and no claim whatsoever shall be entertained on this account.

## **2.6 Payments:**

2.6.1 No advance payments under any circumstances shall be made to the vendor.

2.6.2 The payments shall be released by the DOEACC Society against the pre-receipted bills received from the vendor after having completed the job to the satisfaction of DOEACC.

2.6.3 All payments shall be subject to TDS.

2.6.4 The rates quoted should be firm and in Indian Rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the later shall prevail.

2.6.5 Any overwriting/fluiding/correction in the bid should be authenticated by the signatures of the authority signing the bids, failing which the bid may be rejected at the discretion of the Executive Director, DOEACC Society.

2.6.6 The bid should be valid for a minimum period of six months after the closing date for submission.

### **3. Scope of Work**

3.1 **Scope of Contract:** The scope of contract would involve printing and supply of the following items as and when required on the rates approved under this contract during the currency of the contract on (indicative consumption indicated against each).

	<b><u>Item</u></b>	<b><u>Consumption</u></b>
<b><u>3.1.1</u></b>	<b>Group I – Prospectus and Syllabus</b>	
3.1.1.1	<b>Syllabus ‘O’ level</b> – A Book containing 79 pages + cover printed single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Orange Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching.	3000
3.1.1.2	<b>Syllabus ‘A’ level</b> – A Book containing 145 pages + cover printed single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Yellow Colour Art Card 250 gsm with lamination – finished size 11.5x8 side stitching.	2000
3.1.1.3	<b>Syllabus ‘B’ level</b> – A Book containing 297 pages + cover printed single colour, both sides on 18.6 kgs. White paper with Covers single side (outer site) single colour printing on Golden colour Art Card 250 gsm with lamination - finished size 11.5x8 side stitching.	800
3.1.1.4	<b>Syllabus ‘C’ level</b> – A Book containing 141 pages + cover printed single colour , both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Green Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching.	600
3.1.1.5	<b>Guidelines for Accreditation of ‘O’ level</b> – A Book containing 57 pages _ cover printed single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Orange Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form for being detached from the bood and used separately.	1000
3.1.1.6	<b>Guidelines for Accreditation of ‘A’ level</b> – A Book containing 54 pages + cover printed single colour, both sides on 18.6 kgs + white paper with Covers single side (outer site) single colour printing on Yellow Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form for being detached from the bood and used separately.	500

3.1.1.7	<b>Guidelines for Accreditation of 'B' level</b> – A Book containing 42 pages + cover printed single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Golden Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form for being detached from the book and used separately.	200
3.1.1.8	<b>Guidelines for Accreditation of 'C' level</b> – A Book containing 25 pages + cover printed single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Green Colour Art Card 250 gsm with lamination – finished size 11.5x8 side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form for being detached from the book and used separately.	200
3.1.1.9	As a consequence of a decision to revise the documents, there may be an increase or decrease in number of pages of above mentioned documents i.e., the Syllabus or the Guidelines for Accreditation. Thus, in case of increase, the cost would be increased proportionately and in case of decrease, the cost would be decreased proportionately and as such the rates for the same have to be quoted in the proforma for commercial bid. Rates may be quoted separately for both side printed and single side printed pages.	
3.1.1.10	The consumption is only symbolic and exact quantities to be supplied will be as per actual requirement ordered on case to case basis. The quantities will be ordered in denomination of not less than 500 in case of 'O' and 'A' levels and 200 in case of 'B' and 'C' levels.	
<b><u>3.1.2</u> Group II – CCC Certificates, Letter Heads and B/C Level Certificates</b>		
3.1.2.1	<b>CCC Certificates</b> single side two colour printing on 95 gsm paper A4 size.	3,00,000
3.1.2.2	<b>Letter Heads</b> on Executive Bond 80 gsm paper in A4 size (multicolour printing)Qty.- 5,000 <b>Letter Heads</b> on Executive Bond 80 gsm paper in A4 Size (double colour printing)Qty.- 15,000	
3.1.2.3	<b>Letter Heads</b> on 75 gsm Maplitho Paper in A4 size (two colour printing)	30,000
3.1.2.4	Blank Certificate for B&C levels on 400 gsm Ivory Sheet A4 size both side printed – front three colour printing and back side single colour printing.	1000

### **3.1.3 Group III – Answer Books**

- |         |   |          |
|---------|---|----------|
| 3.1.3.1 | <b>‘O’ Level Answer Books</b> – Containing 8 sheets including covers. All sheets plain white except the top outside cover page printed in single colour, finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page in sequence of numbers from the middle. “DOEACC” and the Exam Code to be provided by DOEACC should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Book gets embossing impression. All sheets of Standard quality white paper of 18.6 kgs should be used.   | 1,37,000 |
| 3.1.3.2 | <b>‘A’ level Answer Books</b> – Containing 6 inside sheets of standard quality white paper of 18.6 kgs, Cover sheets of Yellow colour Lucky Parchment 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page in sequence of numbers to be indicated by DOEACC, top cover page perforated from the middle. “DOEACC” and the Exam Code to be provided by DOEACC should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Books in a way that each page of the Answer Book gets embossing impression. | 1,23,500 |
| 3.1.3.3 | <b>‘B’ level Answer Books</b> – Containing 10 inside sheets of standard quality white paper of 18.6 kgs, Cover Sheets of Blue Colour Lucky Parchment 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page in sequence of numbers to be indicated by DOEACC, top cover page perforated from the middle. “DOEACC” and the Exam code to be provided by DOEACC should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively, of the finished Answer Books in a way that each page of the Answer Books gets embossing impression.  | 13,500   |
| 3.1.3.4 | <b>‘C’ level Answer Books</b> – Containing 10 inside sheets of standard quality white paper of 18.6 kgs, Cover sheets of Ledger 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page perforated from the middle. “DOEACC” and the Exam Code to be provided by DOEACC should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively of the finished Answer Books in a way   | 2,100    |

	that each page of the Answer Book gets embossing impression.	
3.1.3.5	<b>Additional Sheets</b> – These sheets are common for O, A, B and C levels and contain a single sheet folded (4 pages) of standard quality white paper of 18.6 kgs in a finished size of 8.25”x11.25” with front sheet printed in single colour, front sheet to contain serial number, “DOEACC” and Exam Code (to be provided by DOEACC) to be embossed on all Additional Sheets.	2,27,500
3.1.3.6	<b>Replacement of Cover Pages of ‘O’ level</b> existing Answer Books provided by DOEACC Society. The quality of the paper should be the same as for O level Answer Book indicated above, numbered in same sequence as of fresh ‘O’ level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a Fresh ‘O’ level Answer Books.	43,000
3.1.3.7	<b>Replacement of Cover Pages of ‘A’ level</b> existing Answer Books provided by DOEACC Society. The quality of the paper should be the same as for ‘A’ level Answer Books indicated above (Yellow Parchment Paper of 95 gsm) numbered in the same sequence as of fresh ‘A’ level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a fresh ‘A’ level answer books.	NIL
3.1.3.8	<b>Replacement of Cover Pages of ‘B’ level</b> existing Answer Books provided by the DOEACC Society. The quality of the paper should be the same as for ‘B’ level Answer Books indicated above (Blue Parchment Paper of 95 gsm) numbered in the same sequence as of fresh ‘B’ level Answer Books, Top Cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of fresh ‘B’ level Answer Books.	5,200
3.1.3.9	<b>Replacement of Cover Pages of ‘C’ level</b> existing Answer Books provided by DOEACC Society. The quality of the paper should be the same as for ‘C’ level Answer Books indicated above (Ledger paper of 95 gsm) numbered in the same sequence as of fresh ‘C’ level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a fresh ‘C’ level answer books.	NIL
3.1.3.10	<b>Recycling of Additional Sheets:</b> The unused Additional Sheets of previous Examination are re-used by the following examination after re-numbering the same and embossing the relevant Examination Code. Thus, these sheets are lifted from our premises by the vendor and supplied back after carrying our necessary updations.	90,000

### **3.1.4 Group-IV Misc.**

3.1.4.1	Registration Form – Single sheet both side single colour printing of A4 size Pink colour 75 gsm Maplitho Paper.	1,000
3.1.4.2	Information Brochure on DOEACC containing three sheets A4 size both side single colour printed on 75 gsm Maplitho paper.	1,000
3.1.4.3	Any document single colour single side printed on 75 gsm Maplitho paper in A4 size.	50,000
3.1.4.4	The Society may have requirement of printing of materials on 75 gsm Maplitho Papers or 80 gsm papers in different combinations. Thus, the vendors have to furnish rates for different type of printing services as indicated in the proforma for Commercial Bid so that as and when the requirement arises, orders can be placed on the selected vendors.	

3.2 Cost of each item shown separately in the Appendix II must be indicated separately and combined rates for more than one item shall not be accepted.

3.3 The estimated cost of the works over a period of one year is about Rs.15,00,000/-. This is, however, only indicative and subject to change as per actuals.

3.4 Number of pages in prospectus and syllabus listed at Serial Number 3.1.1.1 to 3.1.1.8 above may vary. In case of such a variation, the actual cost payable by DOEACC against supply will be worked by reducing or increasing the rate based on per sheet rates quoted in the Commercial Bid by the vendor.

3.5 The vendor will have to quote for all the items covered in a particular group of items in the scope of contract. The lowest bidder will be selected based on the lowest cost offered for all the items in a particular Group clubbed together calculated on the basis of consumption shown against each item. Items against which no consumption has been shown shall be ignored for calculating the lowest bidders. However, the rates indicated for such items shall be subject to negotiation after obtaining rates with reference to the rates quoted by other vendors. To elaborate, though the vendors will have to indicate the rates separately for each item, a Group of items would be treated as one item for the purpose of arriving at the conclusion of lowest bidder for items. Thus, for each Group there may be a different lowest bidder but the cost offered for one item in a particular group will not be considered as the lowest.

4. **Earnest Money Deposit:** Earnest money deposit (EMD) of Rs.25,000/- by Demand Draft favouring DOEACC payable at Delhi must be attached with the Technical Bid (Appendix I). While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids, the amount in respect of successful bidders shall be refunded after a Bank Guarantee for Rs.50,000/- from a Scheduled Bank towards the Security Deposits is received. In case the party selected backs out, the EMD shall be forfeited.

5. **Duration of contract:** The contract awarded shall be valid for a minimum period of two years from the date of its award and no change in rates shall be allowed, unless there is a price escalation of more than 10% in the market. The vendor, while seeking revision of rates shall give at least two months notice prior to commencement of activity pertaining to any examination failing which the request shall not be considered for the particular examination commencing within two months and the vendor will have to do the job on the rates approved under this contract. The decision of the Executive Director on the matter of escalation of the costs shall be final. The vendor awarded the contract shall have to provide the services for the entire period and any failure on this account shall entail invocation of the Bank Guarantee in



addition to any other action as may be deemed fit. For materials pertaining to Examination i.e. Examination Answer Books etc., the contract shall be valid for activities/materials pertaining to July 2012 Examinations. The term of the contract can be extended by mutual consent.

6. **Termination of Contract:** Either party may terminate the contract by giving a notice of two months. However, in case the vendor gives the notice for termination, it will ensure that activities pertaining to any Examination are not commencing within two months. If any activity is likely to commence within two months of the date of notice given by the Vendor, it will be obligation of the vendor to undertake the job for that particular examination and for other Examinations appropriate arrangements shall be made by DOEACC.

7. **Security Deposit:** Successful bidder will have to provide a Security Deposit for an amount equal to 5% of the estimated cost of items worked out based on past consumption, subject to a maximum of Rs.50,000/-. Security deposit can also be submitted in the form of a Bank Guarantee valid for a period of twenty-six months from the date of award of the contract. The Bank Guarantee shall be invoked in case the contractor fails to meet their obligations under this contract.

7.1 The contract shall fall within the jurisdiction of legal authorities in Delhi.

7.2 In case of any dispute, the decision of the Executive Director, DOEACC shall be binding.

7.3 Incomplete quotation shall be summarily rejected. The Executive Director, DOEACC reserves the right to reject any quotation without assigning any reason.

8. A copy of this Annexure with each page signed in token of acceptance of the terms and conditions stipulated herein should be submitted with the proforma for furnishing the quotations without which the proposal shall be treated as incomplete.

9. In case the vendor does not agree with any clause of this document it should be explicitly indicated against the relevant column of the proforma for submitting Technical Bid. The party must also indicate suitable replacement of the clause not agreed by it. A decision on the matter shall be taken by DOEACC on all points of disagreements before opening the Financial Bid. The DOEACC's decision to accept or reject the suggestion shall be final and binding. In case the decision of DOEACC in the matter is not acceptable to the party, their Financial Bid would not be opened.

10. The vendor must furnish a Chartered Accountant's Certificate or signed copies of Balance Sheet as a proof of its turnover for 2006-07, 2007-08 and 2008-09.

11. With Technical Bid, the vendor must furnish details of PAN No., Service Tax No., Sales Tax, VAT No., and also attach a copy of this Tender document, duly signed by the authorized signatory in token of acceptance of the terms and conditions.

12. Appendix I and Appendix II duly filled in with all enclosures should be sealed in separate envelopes duly superscribed with 'Technical Bid' and Financial Bid' as the case may be. These two envelopes may then be by a bigger envelope superscribed with 'Tender for Printing and Publishing' and addressed to the Registrar, DOEACC Society, Electronics Niketan, 6, CGO Complex, New Delhi – 110 003 and submitted to this office on or before the closing date and time for submission of the Tender.

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**PRO FORMA FOR FURNISHING TECHNICAL BID**

*(Please go through the terms and conditions before filling up this Pro forma)*

1. Name, Address and Telephone Number of :  
the Organization.
2. Date of commencement of Business :  
*(Please furnish proof in support of your statement)*
3. Status of the organization *(i.e. whether* :  
*Proprietorship, Partnership, Private Limited/Public*  
*Limited Company, Registered under Societies*  
*Registration Act, etc.*
4. Registration Number of the Organization. :  
*(Please attach Certificate of*  
*Registration/Incorporation)*
5. Name of the C.E.O. / Proprietor :
6. Name, designation and address, including :  
phone / mobile number of the Contact  
Person.
7. Annual Turnover : 2006-07 Rs.  
*(Attach Photostat copies of Balance Sheet/I.T.* 2007-08 Rs.  
*Returns/C.A.'s Certificate).* 2008-09 Rs.
8. Sales Tax/VAT No., if any *(Must, if ST/VAT is* :  
*charged.)*
9. Service Tax, if any *(Must, if ST is charged)* :
10. P.A.N. Number of the Organization / Owner :  
*(in case of proprietorship organization where no*  
*P.A.N. has been issued in the name of the*  
*Organization).*
11. Details of three prominent organizations served/being served with similar services *(attach a*  
*comprehensive list)*

<i>Name &amp; Address</i>	<i>Name &amp; Phone No. of the</i>	<i>Annual cost of</i>	<i>Since when the</i>
	<i>contact person</i>	<i>contract</i>	<i>services are being</i>
			<i>provided</i>
12. Details of E.M.D. (enclose D.D.) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
for Rs.25,000/- drawn  
on \_\_\_\_\_ Bank in  
favour of DOEACC, payable at New  
Delhi.

13. Number of employees on the rolls of the vendor. : Managerial:  
 Engineers:  
 Supervisory:  
 Other (please specify):
14. Number of clients being served in and around Delhi on the date of submission of bid *(please enclose a comprehensive list with address and telephone numbers)* :
15. Whether you have any point of disagreement with the terms and conditions stipulated in the Tender Document. If yes, please specify and also indicate suggested solution *(if space is not sufficient, please attach separate sheet)* :

**DECLARATION:**

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreements and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the DOEACC to accept/reject “the points of disagreements and proposed solution provided by us” would be final and binding.

**Place** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Company:** \_\_\_\_\_

**PRO FORMA FOR COMMERCIAL BID**

1. Name & Address of the organization (including phone numbers, e-mail id) :
2. Rates offered : Unit O A B C Taxes

**Group I: Prospectus & Syllabus**

- i) Syllabus (per booklet) :
- ii) Guidelines for Accreditation (per booklet) :
- iii) Cost per sheet (same quality as used in Syllabus & Guidelines for Accreditation) both side printed.
- iv) -do- single side printed

**Group II: CCC Certificates, Letter-Heads and 'B' & 'C' Level Certificates**

- |   | Unit | Rates | Taxes, if any |
|---|------|-------|---------------|
| v) CCC Certificates                                   |      |       |               |
| vi) Letter Heads Executive Bond (80 gsm, multicolour) |      |       |               |
| Letter Heads Executive Bond (80 gsm, double colour)   |      |       |               |
| vii) Letter Heads on 75 gsm                           |      |       |               |
| viii) Certificates for B & C Levels                   |      |       |               |

**Group III: Answer Books**

- ix) Answer Books :
- x) Cover change of old Answer Books :
- xi) Additional Sheets (item 3.1.3.5 of Tender Document)
- xii) Renumbering & embossing of Exam Code on Old Additional Sheets (item 3..1.3.10) :

**Group IV: Miscellaneous**

- xiii) Any document single colour single side printed on A4 size Maplitho White Paper (75 gsm) :
- xiv) Any document single colour both side printed on A4 size Maplitho Pink Paper (75 gsm) :

- xv) Any document single colour single side printed on A4 size White Paper (80 gms).
- xvi) Any document single colour both side printed on A4 size White Paper (75 gsm).
- xvii) Any document single colour both side printed on A4 size White Paper (80 gsm).
- xviii) Any document two colours both side printed on A4 size White Paper (80 gsm).
- xix) Any document both side printed on A4 size White Paper (80 gsm) one side double colour and other side single colour.
- xx) Any document two colours single side printed on A4 size (80 gsm).
- xxi) Any document two colours single side printed on A4 size White Maplitho Paper (75 gsm).
- xxii) Any document one side two colours and other side single side printed on A4 size White Maplitho (75 gsm).
- xxiii) Any document one side two colours and other side single side printed on A4 size White Maplith 75 Paper (80 gsm).
- xxiv) Information Brochures on DEOACC containing three sheets of A4 size center stapple stitched both side single colour printed on 75 gsm Maplitho White Paper.

**It is certified that the information furnished above is correct to the best of our knowledge & belief.**

**Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Organization:** \_\_\_\_\_