



# राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविंद मार्ग, नई दिल्ली 110 016

## NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi 110 016

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E-mail nuepa@nuepa.org Website www.nuepa.org

F.No. 13--7/2006-2007/Pub

August 17, 2020

To

**Subject:- Revision of the Schedule of Rates for Institute's Miscellaneous Printing and Binding Jobs – Regarding**

Dear Sirs,

The National Institute of Educational Planning and Administration (NIEPA); established by the Ministry of Human Resource Development, Government of India; is a premier organization dealing with the Capacity Building and Research in planning and management of education not only in India but also in South Asia. The Institute has various types of Miscellaneous Printing and Binding Jobs such as Digital Printing of Covers/Certificates/Invitation Cards; Screen-printing of Covers/ Envelopes and Perfect/ Spiral/ Wiro binding of reports pertaining to various programmes/research, studies, etc. The Institute intends to enroll Printers/ Firms who are interested to undertake such jobs with very good print quality and services.

**Terms and Conditions:**

1. The firm should be well equipped to undertake the jobs at short notice as the Institute's jobs are generally of urgent nature and a high standard of production is required. The firm should have full fledged unit of their own or having arrangements in collaborations.
2. NIEPA reserves the right to (i) accept or reject any tender and (ii) assign the job of printing to any firm/agency.
3. The final Ready to print PDF file will be supplied by NIEPA to the firm for outputting/printing.
4. The firm will also be responsible for obtaining approval from the designated authority before the commencement of the actual printing.
5. The rates quoted will remain valid for a period of 36 months from the date of commencement effected on the approved rates. The rates can be extended depending on the performance and quality of the work produced by the firm/agency, or any other reason, which Institute may deem fit.
6. The firm/agency will have to collect and deliver the material on receiving the message from the Institute through a qualified person who can give and take the message/material from either side in a true sense and have a fair knowledge of print media. The person deputed for the above purpose should have mobile and own vehicle for better and faster communication/execution. **No extra charges would be paid for the same.**

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7. All the above rates should be inclusive of all kind of Taxes (if any) or in general should be specified by the firm on quoting the rates.
8. After the work is completed the firm will send the pre-receipted bill(s) in duplicate (all originals along with the delivery challans duly signed by the recipient of the printed copies/work as per schedule decided. Generally payments are made by the Institute within 30 days from the receipt of the bills in proper order from the firms.
9. In the event of the firm failing to (a) observe or perform any of the conditions of the work as set out herein, OR (b) execute the work in good and workman like manner and to the satisfaction of and the quality of the job and time fixed by NIEPA resulting in the work being wholly rejected, NIEPA may at its own discretion, either:
  - (i) Permit the firm to re-do the same within such time as NIEPA may specify, at firm's own cost which shall include the cost of paper and other materials OR
  - (ii) Arrange to get the work done elsewhere and by any other person or from any source other than the defaulter firm in which case the amount of extra cost, if any, shall be recovered from the defaulter firm.
10. The firms may kindly enclose their Profile, List of Clients etc alongwith copy of the GST registration Certificate issued by Government and details of their infrastructure available etc.

If you are interested to undertake the jobs, you may please send your sealed quotations to the following address ***strictly in the enclosed Proforma*** latest by **08.09.2020 (3.00 PM)** and drop the tender in the Tender Box available in NIEPA Office Premises at Ground Floor.

**The Registrar**

National Institute of Educational Planning and Administration  
17B, Sri Aurobindo Marg, New Delhi 110016

*(Envelope containing quotation should be marked --- Rates for Miscellaneous Printing and Binding Jobs and Last Date – 08.09.2020)*

Thanking you,

Yours faithfully,



**(Pramod Rawat)**  
Deputy Publication Officer

Encl:- Proforma for Quotations (Total two pages)



# National Institute of Educational Planning and Administration

17-B, Sri Aurobindo Marg, New Delhi 110016

[www.niepa.ac.in](http://www.niepa.ac.in)

## Rates for Miscellaneous Printing and Binding Jobs

<b>Digital Printing</b> (NIEPA will provide the digital input in PDF etc) (Multi-colour Printing)		
<b>Covers/ Certificates</b> (Quantity may vary from 001 to 100 Pcs) (inclusive of Cost of Card/Paper)		
1	<b>A4</b> Size or similar sizes <b>Rates per Sheet per side</b>	₹
2	<b>A3/12"x18"/13"x19"</b> Size or similar sizes <b>Rates per Sheet per side</b>	₹
<b>Invitation Cards</b> (Quantity may vary from 50 to 500 Pcs) (inclusive of Cost of Card/Paper)		
1	4"X 6" or 5"x7" or similar sizes <b>Rates per Card per side</b>	₹
2	6"X 8" or similar sizes <b>Rates per Card per side</b>	₹
3	7"X 10" or similar sizes (open size) including machine creasing for one fold <b>Rates per Card per side</b>	₹
<b>Visiting Cards</b> (Quantity may vary from 100 cards to 500 cards) (inclusive of Cost of Ivory Card 300 GSM) (Bilingual)		
1	5.5 cm x 8.7 cm Size or similar sizes <b>Rates per 100 Cards per side</b>	₹
<b>Complementary Slips</b> (Quantity may vary from 100 Slips to 1000 Slips) (inclusive of Cost of Paper (Bond paper 85 GSM) (Bilingual)		
1	6 cm x 11 cm or similar sizes Complementary Slips <b>Rates per 100 Slips</b>	₹
<b>Screen Printing</b> (NIEPA will provide the digital input in PDF etc)		
<b>Letterheads</b> (Letterheads in A4 Size with Double Colour Printing (on Top), including Cost of Bond Paper 85 GSM and Fancy Pad Binding etc) (Quantity may vary from 01 pad to 20 pads)		
1	<b>Rate per Pad</b> of 100 Leaves	₹
2	Cost of additional impressions/colour (at the bottom) (if any) <b>per 100 Leaves</b>	₹
<b>Other Screen Printing Jobs</b> (including the cost of Processing etc)		
1	Cost of Printing and supply of <i>Covers/ Certificates etc.</i> in A4 or similar sizes) <b>Rate per 100 per colour per side</b>	₹
<b>Envelopes</b> (Quantity may vary from 100 envelopes to 1000 envelopes)		
1	Cost of Screen Printing and supply of <i>Cards/ Greeting Cards/similar jobs etc.</i> in size (5"x7" or 4"X 6" or 6"x8" or similar sizes) <b>Rate per 100 per colour per side</b>	₹
2	Cost of Screen Printing of <i>Envelopes etc.</i> in size (4.25"X6.25" or 5.25"x7.25" or 6.25"x8.25" or similar sizes) <b>Rate per 100 per colour per side</b>	₹

Signature & Seal of the firm

PTO

<b>Wiro/Spiral Binding</b> (Number of copies may vary from 5 to 100)				
<i>Inclusive of the Cost of Binding Materials etc</i>			<i>A4 or similar sizes</i>	<i>A5 or similar sizes</i>
1	Wiro Binding (Metallic) <b>(Rate per copy)</b>	Upto 100 pages	₹	₹
		Above 100 pages	₹	₹
2	Spiral Binding/ Spico Binding <b>(Rate per copy)</b>	Upto 100 pages	₹	₹
		Above 100 pages	₹	₹
3	Perfect Binding <b>(Rate per copy)</b>	Upto 100 pages	₹	₹
		Above 100 pages	₹	₹
4	Side Stitching/ Centre Stitching Binding <b>(Rate per copy)</b>	Upto 100 pages	₹	₹
		Above 100 pages	₹	₹

**(All the terms and conditions mentioned in the tender document are acceptable to us)**

<b>Signature</b>
Name of the Authorized Signatory
<b>Name of the Firm and Address</b>
Phone Numbers/ Fax No.
Mobile No.
Email
GST No.

**Note :-**

1. The firms interested in quoting the rates and undertake the work may kindly see the samples of the work in the Publication Unit of the Institute before quoting the rates on any working day (Monday to Friday) (9.00 AM to 5.30 PM).
2. Please clarify doubts (if any) before quoting the rates about the input material, printing/ production quality; Quality of Paper/Card and materials and services required.
3. **All Other charges like cartage, loading/unloading, material collection charges and packing & forwarding charges, Delivery Charges are inclusive in the above rates and no additional payment would be made.**
4. The rates would be valid for at least 3 years from the date of finalization (ie with the date effective from).
5. In case if paper or card is required with Higher or Lower Grammage (GSM), pro-rata rates would be applicable.
6. GST or any other taxes would be paid extra as per approved Government of India norms.

Signature & Seal of the firm