



**CENTRE FOR CULTURAL RESOURCES AND TRAINING**  
**15A, SECTOR-7, DWARKA, NEW DELHI-110075**  
**TEL: 011-25309300, EXTN.340, EMAIL: pub.ccrt@nic.in**  
**www.ccrtindia.gov.in**

**Cost ₹500/-**

*Schedule -I*

**TENDER DOCUMENT FOR PRINTING OF CULTURAL FOLIOS**

**Instructions to Bidders**

1. Centre for Cultural Resources and Training (CCRT) invites tenders for printing of Cultural Folios etc. from Delhi based "A" class printers empanelled with Directorate of Advertising and Visual Publicity, Government of India, New Delhi.
2. The offers are to be made on the Tender Forms issued by the CCRT for this purpose.
3. The prices are to be quoted in the Price Bid Form given at Schedule-II and the **consolidated rates including taxes should be neatly typed. Over-writing in any form will not be accepted.**
4. The bidder or his/her authorized signatory must sign all the pages of the Tender Form and put rubber-stamp of his firm.
5. Earnest Money Deposit (EMD) of ₹10,000/- (₹Ten thousand only) in the form of Demand Draft/Pay Order must be enclosed with the Tender. The DD/Pay Order must be in favour of Director, CCRT and payable at New Delhi. Any Tender without EMD will not be considered. EMD submitted earlier will not be adjusted.
6. The sealed envelope should be addressed to the Director, Centre for Cultural Resources and Training, 15A, Sector-7, Dwarka, New Delhi through Registered Post to reach before **March 06, 2017** before 2.00 p.m.. The outer envelope containing the Tender Document should be superscribed on the top right hand corner, "**Tender for Printing of Cultural Folios**".
7. **The last date and time for receipt of Tender is upto 2.00 p.m. on March 06, 2017.**
8. **Tenders received after the due date and time will not be entertained under any circumstances. Firms will be responsible for postal or any other delay.**
9. **The Tender will be opened at 2.00 p.m. on March 06, 2017 in the CCRT Office at the above-mentioned address.**
10. In case form has been downloaded from the website **www.ccrtindia.gov.in** a **draft of Rs.500/-** in favor of Director, CCRT must be attached along with the sealed tender.
11. Samples of paper as per the specification for various printing jobs must be neatly stamped, signed and attached with the tender otherwise the tender will be rejected. The GSM and details of paper must be clearly mentioned.
12. Approval of samples should be obtained prior to final printing from the Deputy Director (Production).

13. Samples of printed jobs may be seen in the Centre during working days between 10.00 a.m. to 5.00 p.m.
14. CCRT reserves the right to reject/cancel the tender without assigning any reason to the firms and the same is not questioned on any ground whatsoever it is.
15. Conditions and documents to be furnished alongwith the tender document:-
  - a. Samples of paper
  - b. Earnest Money
  - c. List of machines with Power back-up details
  - d. Self attested undertaking that the firm has not been blacklisted by any Government Organization, Undertaking etc.

**Other Remarks:-**

- (a) Damaged supply, poor quality and delayed supply may attract heavy penalties. Centre keeps the right to reject the entire or part supply of printed material which is not satisfactory as per demand. In such cases Centre shall be entitled to get the work executed from elsewhere and recover the consequential loss sustain from the firm for getting the work executed either through other firm or through the firms selected through the process a fresh. The successful firm should print and supply the material as per accepted rates for a period of one year.
- (b) There will be no change whatsoever in rates till **March 31, 2018**.
- (c) The rates should be quoted both in the words and figures.
- (d) No packing and forwarding charges will be paid extra.
- (e) Firms backing out after participating in the process shall be liable for blacklisting from the Centre and the EMD shall stand forfeited.
- (f) The firms may nominate their authorized representative to be present at the time of opening of rates.
- (g) The time schedule is to be strictly adhered to, since this is time bound job, a serious view will be taken towards delay on Printer's part and this may attract penalties of 0.5% per day of the value of quantity delayed upto maximum of 20% of the total cost or supply may be rejected straightway without any liability of CCRT. In case the Contractor is still unable to supply the goods within the extended stipulated time the security deposit of Contractor shall be forfeited and the order shall be treated as cancelled and firm blacklisted.
- (h) In case of lower GSM the penalty imposed will be equivalent to double the cost of difference of paper.
- (i) All the documents in support of eligibility criteria are also to be attached alongwith the Price Bid.
- (j) Consequent upon allotting the job to the firm, contract on stamp paper of appropriate amount will be signed between CCRT and the firm. Any dispute arising from the above will be subject to the jurisdiction of Delhi. No other argument will be entertained.



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**SCHEDULE -II  
PRICE BID**

**ITEM NO 1**

**Consolidated cost for Printing of Cultural Packages**

(The cost should include charges of composing, layout, designing, and digital printout. The printer must get digital proofs in actual size approved from CCRT before final printing.)

<b>ITEMS</b>	<b>QUANTITY</b>	<b>AMOUNT (₹)</b>	<b>AMOUNT IN WORDS</b>
22 cards with booklet containing 8 pages	2000		
22 cards with booklet containing 12 pages	2000		
22 cards with booklet containing 16 pages	2000		

**ITEM NO II**

**Consolidated cost for Reprinting of Cultural Packages from DVD**

(Ready to print DVD shall be provided by the Centre)

The printer must get digital proofs in actual size approved from CCRT before final printing.

<b>ITEMS</b>	<b>QUANTITY</b>	<b>AMOUNT (₹)</b>	<b>AMOUNT IN WORDS</b>
23 cards with booklet containing 8 pages	2000		
24 cards with booklet containing 8 pages	2000		
24 cards with booklet containing 12 pages	2000		
24 cards with booklet containing 16 pages	2000		
24 cards with booklet containing 20 pages	2000		

**ITEM NO III****Consolidated cost for Reprinting of Cultural Packages from positives**

(Positives shall be provided by the Centre)

The printer must get digital proofs in actual size approved from CCRT before final printing.

<b>ITEMS</b>	<b>QUANTITY</b>	<b>AMOUNT (₹)</b>	<b>AMOUNT IN WORDS</b>
24 cards with booklet containing 8 pages	2000		

**ITEM NO IV**

Reprinting of nine Booklets of National Symbols in a box

(Ready to print DVD shall be provided by the Centre)

The printer must get digital proofs in actual size approved from CCRT before final printing.

<b>ITEMS</b>	<b>QUANTITY</b>	<b>AMOUNT (₹)</b>	<b>AMOUNT IN WORDS</b>
National Calendar, National Anthem, National Emblem, National Flower, National Bird,	2000		
National Animal, National Song, National Flag and National Flag Code.	5000		

**ITEM NO V**

Reprinting of Fatehpur Sikri Part-1 and Part-2

(Ready to print DVD shall be provided by the Centre)

<b>ITEMS</b>	<b>QUANTITY</b>	<b>AMOUNT (₹)</b>	<b>AMOUNT IN WORDS</b>
Fatehpur Sikri Part-1	2000		
Fatehpur Sikri Part-2	2000		

**ITEM NO VI**

Printing of Seven Guide Books (one set)  
 (Ready to print CD/DVD will be given to the printer)

ITEM	QUANTITY	AMOUNT (₹)	AMOUNT IN WORDS
Introduction Sculptures Painting Dance Literature Architecture Theatre & Puppetry	2000 Sets		

**ITEM NO VII**

Printing of Quiz Books  
 (The cost should include charges of composing, layout, designing and digital printout)

The printer must get digital dummy approved from CCRT before final printing.

ITEM	QUANTITY	AMOUNT (₹)	AMOUNT IN WORDS
52 pages + Art Board (last sheet)	1000		

**ITEM NO VIII**

Printing of Note Book

ITEM	QUANTITY	AMOUNT (₹)	AMOUNT IN WORDS
32 Leaves booklet + Cover	5000		
	10000		

**Item No IX**

Books on 21 Cities (21 nos. different kinds)

Digital printout of cover will be shown to CCRT.

ITEM	QUANTITY	AMOUNT (₹)	AMOUNT IN WORDS
Single Book on Lesser Known City	500		
	1000		
Rate of additional 4 pages in single colour			
Rate of additional 4 pages in four colour			

**Item No X**

Annual Report 2016-17

Digital printout of cover will be shown to CCRT.

<b>ITEM</b>	<b>QUANTITY</b>	<b>AMOUNT (₹)</b>	<b>AMOUNT IN WORDS</b>
Annual Report	400		
Rate of Additional 4 pages in 4 colour			
Rate of Additional 4 pages in Single colour			



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***Schedule -III***

***GENERAL TERMS AND CONDITIONS***

**1.0 SPECIFICATIONS**

**Item No 1 Printing of Cultural Packages**

Fabricated packages in the size 11" x 11" containing upto 22 cards having colour pictures in full size on one side and black and white photographs with text on the other side, alongwith a booklet of 12±4 pages (size 11" x 11") in 4 colour with text on four page/six page booklet on Royal BILT Art Paper or its equivalent in double colour. The total number of packages will be 2000. It involves composing, layout, designing, colour proofs. Details/specifications of the card/paper/printing are as follows:

4+1 colour printing for cards on **220** GSM Royal BILT Art Card Glossy or its equivalent (thermal lamination on one side).

4+0 colour printing for envelopes on 300 GSM Royal BILT Art Card Glossy or its equivalent (thermal lamination) on one side. The envelopes will have a flash cut picture on front side and reproductions of card pictures in minimum size on the other side.

4+4 colour printing for booklet on 220 Royal BILT Art Card Glossy or its equivalent (center stitching) (thermal lamination on one side of cover)

Double colour printing for second booklet on 130 GSM Royal BILT Art Paper or its equivalent.

Each package will be packed in resealable transparent cover.

**Item No II Reprinting of Cultural Packages from DVD**

Fabricated packages in the size 11" x 11" containing upto 24 cards having colour pictures in full size on one side and black and white photographs with text on the other side, alongwith a booklet of 12±4 pages (size 11" x 11") in 4 colour with text on four page/six page booklet on Royal BILT Art Paper or its equivalent in double colour. For re-printing of cultural packages, **DVD of picture cards and text will be provided** by the Centre. The total number of packages will be 2000. Details/specifications of the card/paper/printing are as follows:

4+1 colour printing for cards on **220** GSM Royal BILT Art Card Glossy or its equivalent (thermal lamination on one side).

4+0 colour printing for envelopes on 300 GSM Royal BILT Art Card Glossy or its equivalent (thermal lamination) on one side. The envelopes will have a flash cut picture on front side and reproductions of card pictures in minimum size on the other side.

4+4 colour printing for booklet on 220 GSM Royal BILT Art Card Glossy or its equivalent (center stitching) (thermal lamination on one side of cover)

Double colour printing for second booklet on 130 GSM Royal BILT Art Paper or its equivalent.

Each package will be packed in resealable transparent cover.

### **Item No III Reprinting of Cultural Packages from Positives**

Fabricated packages in the size 11" x 11" containing 24 cards having colour pictures in full size on one side and black and white photographs with text on the other side, alongwith a booklet of 8 pages (size 11" x 11") in 4 colour with text on four page/six page booklet on Royal BILT Art Paper or its equivalent in double colour. For re-printing of cultural packages, the complete positives of picture cards and text will be provided by the Centre. The total number of packages will be 2000. Details/specifications of the card/paper/printing are as follows:

4+1 colour printing for cards on **220** GSM Royal BILT Art Card Glossy or its equivalent (thermal lamination on one side).

4+0 colour printing for envelopes on 300 GSM Royal BILT Art Card Glossy or its equivalent (thermal lamination) on one side. The envelopes will have a flash cut picture on front side and reproductions of card pictures in minimum size on the other side.

4+4 colour printing for booklet on 220 GSM Royal BILT Art Card Glossy or its equivalent (center stitching) (thermal lamination on one side of cover)

Double colour printing for second booklet on 130 GSM Royal BILT Art Paper or its equivalent.

Each package will be packed in resealable transparent cover.

### **Item No IV Reprinting of nine Booklets of National Symbols**

(Ready to print DVD shall be provided by the Centre)

Size	:	9.5" x 7"
Quantity	:	2000 and 5000
No. of Books	:	Nine (9)
Thermal lamination	:	One side of book cover
Paper for the following 8 booklets	:	Cover 220 GSM Royal BILT Art Card Glossy or its equivalent Text 170 GSM Royal BILT Art Card Glossy or its equivalent
1. National Flag Booklet	:	Cover-4+0 Text- 4+4 Pages 16+Cover
2. National Song Booklet	:	Cover-2+1 (Black and Orange colour) Text - 4+4 Pages - 20 + Cover
3. National Animal Booklet	:	Cover - 4+4 Text - 4+4 Pages - 20 + Cover
4. National Flower Booklet	:	Cover 4 +4 Text - 4+4 Pages - 24+cover
5. National Calendar Booklet	:	Cover - 4+0 Text - 4+4 Pages - 24 + Cover
6. National Bird Booklet	:	Cover-4+4 Text - 4+4 Pages 24 + Cover
7. National Anthem Booklet	:	Cover-2+0 (Black and Orange colour) Text 1+1



8. National Emblem Booklet	:	Pages 24 + Cover Cover-4+1 Text -4+4 Pages 24 + Cover
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Paper for the below mentioned booklet 100 GSM Royal BILT Art Paper or its equivalent

9. National Flag Code Booklet	:	Self cover Four colour printing 24 Pages including Cover
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The specifications for fabricated outer case in which 9 nos. of Booklets will be enclosed

Size	:	7.25" x 9.75"
Paper	:	<b>600 GSM Duplex (300 GSM + 300 GSM pasted sheets)</b>
Colour	:	4+0
Fabrication	:	Thermal Lamination on one side
Quantity	:	2000 and 5000

Each package will be packed in resealable transparent cover.

#### **Item No V Reprinting of Fatehpur Sikri 1 & 2**

(Ready to print DVD shall be provided by the Centre)

Fabricated packages in the size 11" x 11" Part 1 containing 24 Cards along with a booklet of 4 pages and Part 2 containing 24 Cards along with a booklet of 4 pages having black and white pictures/illustrations in full size with text as per the specifications given below:

No of Copies	:	2000
24 cards in each folio	:	11" x 11" on <b>230 GSM natural shade card board</b> thermal lamination on one side 1+0 colour printing
4 page booklet in each folio	:	<b>230 GSM natural shade card board</b> 1+1 colour printing
Envelopes	:	on <b>230 GSM natural shade card board</b> (thermal lamination on one side) 1+0 colour printing

Each package will be packed in resealable transparent cover.

#### **Item No VI Reprinting of Seven Guide Books (one set)**

(Ready to print DVD shall be provided by the Centre)

Size	:	8.5" x 11" finished size
Quantity	:	2000 sets
No. of Books	:	7 (seven)
Paper	:	Text: 90 GSM Super Print Cover: 170 GSM Royal BILT Art Paper or its equivalent
Printing	:	Cover : Four color printing on one side and single color on other side Text – single colour
Pages	:	One Guide Book of 20 pages excluding cover Two Guide Books of 28 pages excluding cover

Two Guide Books of 32 pages excluding cover  
 One Guide Book of 36 pages excluding cover  
 One Guide Book of 64 pages excluding cover

Binding : Centre stitch,  
 Each guide book will be packed in resealable transparent cover.

**Item No VII Printing of Quiz Book**

(The cost should include charges of composing, layout, designing and digital printout)

Size : 8.5" x 11" finished size  
 Quantity : 1000  
 Paper : 220 GSM Indian Art Card for text and front cover  
 28 Ounce millboard for back cover (Imported Kappa board)  
 Printing : 4+1  
 Pages : 52 Plus back cover  
 Binding : Wiro binding (plastic) on 11" Side  
 Lamination : Matt thermal lamination on all pages including Cover

**Item No VIII printing of Note Book**

Size : 8.5" x 11" finished size  
 Quantity : 5000 and 10000  
 Paper : 80 GSM Super Print paper for Text  
 130 GSM Royal BILT Art Paper or its equivalent for Cover  
 Printing : Cover : Single color printing on one side  
 Text – Single color printing on both side.  
 Pages : 32 Leaves + cover  
 Binding : Center stitch

**Item No IX Books on 21 Cities (21 nos. different kinds)**

Size : 5" x 7.5" finished size  
 Quantity : 500 each  
 Paper : Text: 90 GSM Natural Shade Paper  
 Cover: 300 GSM Royal Bilt Art Card or its equivalent (thermal lamination with Matt finish)  
 Printing : Cover: Four color printing (4+1)  
 Text: Single colour printing (1+1)  
 Pages : 120 ± 4 (Single colour)  
 4 pages inserted in the book in four colour  
 Binding : Perfect binding with Centre stitch

Material for production: includes composing, layout and designing of cover and matter by the printer

**Item No X (Printing of Annual Report 2016-17)**

Size	:	A4 size
Paper	:	Cover: 240 GSM Royal Bilt Art Card Matt or its equivalent Text : 90 GSM Super Print
No. of pages	:	164 $\pm$ 4 pages (Plus Cover)
Printing	:	Cover: Four color printing on one side i.e. front / A side and single colour on back side
Text	:	100 $\pm$ 4 pages in Four color 64 $\pm$ 4 pages in single color
Lamination	:	Thermal lamination with Matt finish on one side of cover.
Pictures	:	Minimum 30 $\pm$ 4 pictures in colour in minimum size. Same pictures will be repeated in Hindi Text
Quantity	:	400 Nos.
Binding	:	Perfect binding with section sewing Each report will be packed in resealable transparent cover.

Material for production: Indesign, Excel and open file will be provided to the Printer for English text.  
Hindi text and balance sheet (bilingual) will be composed by the printer.