



CENTRE FOR CULTURAL RESOURCES AND TRAINING
15A, SECTOR-7, DWARKA, NEW DELHI-110075
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www.ccrtindia.gov.in

COST ₹ 500/-

Schedule -I

Tender Document for printing of Miscellaneous jobs and Stationery Material

Instructions to Bidders

1. Centre for Cultural Resources and Training (CCRT) invites tenders for printing of miscellaneous jobs and Stationery Material from Directorate of Advertising and Visual Publicity (DAVP) empanelled 'B' class printers and Delhi based printers having Sale Tax No.
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 ₹ 5000/- (₹ Five 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. Sealed Tenders, duly complete in all respects, must be sent to the Director, CCRT, 15A, Sector-7, Dwarka, New Delhi-110075.
7. 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 on or before the date and time prescribed. The outer envelope containing the Tender Document should be superscribed on the top right hand corner, "**Tender for Printing of miscellaneous jobs**".
8. **The last date and time for receipt of Tender is upto March 06, 2017 before 2.00 p.m.**
9. **Tenders received after due date and time will not be entertained under any circumstances. Firms will be responsible for postal or any other delay.**
10. **The Tender will be opened at 2.00 p.m. on March 06, 2017 in the CCRT Office at the above-mentioned address.**
11. In case form has been downloaded from the website **www.ccrtindia.gov.in** a **draft of Rs.500/-** in favour of Director, CCRT must be attached alongwith the sealed tender.
12. Samples of printed jobs may be seen in the Centre during working days between 10.00 a.m. to 5.00 p.m.

13. 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.
14. Approval of samples should be obtained prior to final printing from the Deputy Director (Production).
15. CCRT reserves the right to reject/cancel the rates without assigning any reason to the firms and the same is not questioned on any ground whatsoever it is.
16. Conditions and documents to be furnished alongwith the tender document:-
 - (i) Samples of paper
 - (ii) Earnest Money
 - (iii) Sales Tax No. and Certificate

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 sustained 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) A team of officers nominated by Centre may visit the premises of Presses for assessing the capacity of the participating firms before assigning the job.
- (d) The rates should be quoted both in the words and figures.
- (e) No packing and forwarding charges will be paid extra.
- (f) Firms backing out after participating in the process shall be liable for blacklisting from the Centre.
- (g) The firms may nominate their authorized representative to be present at the time of opening of tender.

Miscellaneous jobs

Item No 1 Hand book on Art of Puppetry

- Size : 8.5" x 11" finished size
- Quantity : 1000
- Paper : Text: 90 GSM Super Print
Cover: 170 GSM Royal BILT Art Paper or its equivalent
- Printing : Cover : Four color printing on one side
Text – single colour
- Pages : 36 Plus cover
- Binding : Centre Stitch

Material for reproduction: Soft copy of matter/ready to print CD will be provided by CCRT

Digital Proofs of Cover in actual size got to be approved from CCRT before final printing.

Rate of one thousand copies (Rs in figures and words).

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Rate of additional one thousand copies (Rs in figures and words).

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ITEM NO 2 Azadi ke Geet Booklet

- Size : 5.5" x 8.5" finished size
- Quantity : 5000
- Paper : Text: 90 GSM Super Print
Cover: 220 GSM Royal BILT Art Card or its equivalent
- Printing : Cover : Single color printing on one side
Text – single colour on both side
- Pages : 48 Plus cover
- Binding : Centre Stapled / stitched

Material for reproduction: Positives will be provided by CCRT

Rate of five thousand copies (Rs in figures and words).

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ITEM NO 3 My Pledge to Freedom Booklet

- Size : 5.5" x 8.5" finished size
- Quantity : 5000
- Paper : Text: 90 GSM Super Print
Cover: 220 GSM Royal BILT Art Card or its equivalent
- Printing : Cover : Single color printing on one side
Text – single colour on both side
- Pages : 32 Plus cover
- Binding : Centre Stapled / stitched

Material for reproduction: Positives will be provided by CCRT

Rate of five thousand copies (Rs in figures and words).

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ITEM NO 4 CCRT Brochure

- Size : 7" x 8.5" finished size
- Quantity : 2000
- Paper : Text: 170 GSM Royal BILT Art Paper or its equivalent
Cover: 300 GSM Royal BILT Art Card or its equivalent
- Printing : Cover : Four color printing on both side
Text – Four colour on both side
- Pages : 28 Plus cover
- Binding : Centre Stapled / stitched

Material for reproduction: Soft copy of matter/ready to print CD will be provided by CCRT

Rate of two thousand copies (Rs in figures and words).

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Rate of ± 4 pages (Rs in figures and words).

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ITEM NO 5 Cultural Club Booklet

- Size : 7" x 9" finished size
- Quantity : 2000
- Paper : Text: 90 GSM Super Print
Cover: 170 GSM Royal BILT Art Paper or its equivalent
- Printing : Cover : Four color printing (4+1) with thermal lamination outer cover
Text – Single colour on both side
- Pages : 36 Plus cover (last 10 pages with perforation)
- Binding : Centre Stapled / stitched

Material for reproduction: Soft copy of matter/ready to print CD will be provided by CCRT

Rate of two thousand copies (Rs in figures and words).

Rate of ± 4 pages (Rs in figures and words).

ITEM NO 6 Booklet of Songs in National Languages

- Size : 7" x 9" finished size
- Quantity : 2000
- Paper : Text: 95 GSM Super Print paper
Cover: 170 GSM Royal BILT Art Paper or its equivalent
- Printing : Cover : Single color printing on both side
Text – Single colour on both side
- Pages : 46 Plus cover
- Binding : Centre Stapled / stitched

Material for reproduction: Positives will be provided by CCRT

Rate of two thousand copies (Rs in figures and words).

Rate of Additional One thousand copies (Rs in figures and words).

Rate of ± 4 pages (Rs in figures and words).

ITEM NO 7 Product Catalogue

- Size : 5.5" x 8.5" finished size
- Quantity : 1000
- Paper : Text: 90 GSM Super Print paper
Cover: 220 GSM preferably Royal BILT Art Card or its equivalent
- Printing : Cover : Four color printing on one side
Text – single colour on both side
- Pages : 36 ± 4 Plus cover (last 4 pages with perforation)
- Binding : Centre Stapled / stitched

Material for reproduction: Soft copy of matter/ready to print CD will be provided by CCRT

Rate of one thousand copies (Rs in figures and words).

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Rate of ± 4 pages (Rs in figures and words).

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ITEM NO 8 Official Language Policy Booklet

- Size : 5.5" x 8.5" finished size
- Quantity : 2000
- Paper : Text: 90 GSM Super Print paper
Cover: 220 GSM preferably Royal BILT Art Card or its equivalent
- Printing : Cover : Four color printing on one side
Text – single colour on both side
- Pages : 36 ± 4 (Plus cover)
- Binding : Centre Stapled / stitched

Material for reproduction: Soft copy of matter/ready to print CD will be provided by CCRT

The Printer must get digital proofs approved from CCRT before final printing.

Rate of two thousand copies (Rs in figures and words).

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Rate of ± 4 pages (Rs in figures and words).

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ITEM NO 9 CCRT MAGAZINE 'SANSKRITIKI'

Size	:	8.5" x 5.5" finished size
Quantity	:	500/1000
Paper	:	Text: 90 GSM Super Print paper Cover: 170 GSM preferably Matt Royal BILT Art Paper or its equivalent
Printing	:	Cover : Four color printing with matt lamination (4+1) Text – single colour
Pages	:	24 + Cover (± 4 pages)
Binding	:	Centre Stapled / stitched

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

Rate of first 500 copies (Rs in figures and words).

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Rate of 1000 copies (Rs in figures and words).

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Rate of ± 4 pages (Rs in figures and words).

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Item No. X Stationery Material

Sl. No.	Item	Paper	Size	Colour	Qty	Rates in Figures	Rates in words
1.	Offset Printing of Certificates (CD will be provided by the Centre)	300 GSM Royal BILT Art Card or its equivalent (Gloss)	9.5" x 12"	Four colour one side only	5000		
					10000		
2.	Printing of Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print Paper, 6 Photographs in minimum size	8.5" x 11"	2 leaves (4 pages) with single fold, double colour printing on both side	1000		
					Additional 1000		
3.	Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print paper	8.5"x11"	1 Leaf with single colour printing on one side	500		
					1000		
					Additional 1000		
4.	Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print paper	8.5"x11"	1 Leaf with single colour printing on both sides	500		
					1000		
					Additional 1000		
5.	Forms (The printing job includes Composing, layout and	80 GSM Super Print paper	8.5"x11"	2 Leaves (4 pages) with single fold, single colour printing on both sides	500		
					1000		
					Additional		

	designing)				1000		
6.	Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print paper	8.5"x11"	3 Leaves (6 pages) with single colour printing on both sides with full pasting of last leaf	1000		
					2000		
					5000		
7.	Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print paper Center stitching	8.5"x11"	4 Leaves (8 pages) with single colour printing on both sides	1000		
					2000		
					5000		
8.	Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print paper	8.5"x11"	1set of 4 Leaves (8 pages) and another set of 4 Leaves (8 pages) forms stitched on top left corner	10000		
9.	TA/DA Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print paper	9"x14"	1 Leaf with single colour printing on both sides,	5000		
					10000		
10.	Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print Paper	8.5"x11"	1 Leaf double colour printing on both sides	2000		
					5000		
					10000		

11.	Forms (The printing job includes Composing, layout and designing)	80 GSM Super Print Paper	8.5"x11"	2 Leaves (4 pages) with single fold, double colour printing on both sides	2000		
					5000		
					10000		
12.	Note Sheet Pads	Ledger paper 95 GSM, 100 sheets in fancy pad	Size:8.25" x 12.75"	single colour printing on both sides	200 pads		
					500 pads		
13.	Printing DVD's Covers	Cover Paper :170 GSM Royal Bilt Paper or its equivalent	272 mm x 180 mm	Four colour printing on one side only, 4+0	1000		
					Additional 1000		
14.	Printing DVD's Covers (16 different kinds)	300 gsm Royal BILT Art Card Glossy or its equivalent, 6 pages with two folds with docket on inside back, only outer cover matt lamination, die cutting, creasing and pasting	Size:4.9" x 4.9" with two folds (Finished size) 15"x5" (Open size)	Four colour printing 4+4	1000 for one kind		
					Additional 1000		

15.	Booklet of Memorandum of Association and Rules and Regulations (Bilingual) (The printing job includes Composing, layout and designing)	Page Cover Paper : 240 Royal BILT Art Card Glossy or its equivalent, No. of Pages : 32 ± 4, Paper Text 80 GSM Super Print Paper, Binding : Center Stitch.	Size:6.5" x 9.5"	Cover and Text single colour printing	200		
16.	Booklet of Service Bye-Laws (Bilingual) (The printing job includes Composing, layout and designing)	Page Cover Paper : 240 GSM Royal BILT Art Card Glossy or its equivalent, No. of Pages : 56 ± 4, Paper Text 80 GSM Super Print Paper, Binding : Center Stitch.	Size:8.5" x 11"	Cover and Text single colour printing	200		
17.	Book (Ready to print CD will be provided by the Centre)	Text: 95 GSM Super Print, 31 sheets one side single colour printing with spiral binding	8.5" x 11" finished size	Transparent front and back Cover	1000		
18.	Screen printing of text on Certificates (Certificate will be provided by the Centre)	-	8.75"x 11.5"	Single colour printing on one side	100		
					Additional 100		

19.	Screen printing of text on Certificates (Certificate will be provided by the Centre)	-	8.75"x11.5"	Double colour printing on one side	100		
					Additional 100		
20.	Offset printing of Office Letter Heads	100 GSM, DO Bond Paper,	A4 size	Double colour printing on one side	2000		
					5000		
					10000		
					20000		
21.	Offset printing of Continuation sheet	100 GSM, DO Bond Paper,	A4 size	Double colour printing on one side	1000		
					2000		
22.	Envelopes with Offset printing	100 GSM Super Print Paper	120 mm x 245 mm	Double colour printing on one side and single colour on other side	10000		
					15000		
					20000		
23.	Envelopes with Offset printing	100 GSM Super Print Paper	105mm x 225 mm	Double colour printing on one side and single colour on other side	10000		
					20000		
					30000		

24.	Digital printing of Certificates (CD will be provided by the Centre)	300 GSM Royal BILT Art Card or its equivalent(Gloss)	8.75" x 11.5"	Four colour one side only	Minimum 50 nos.		
25.	File Covers	400 GSM Coloured board	22"x14" open size with two eyelets, Binding 2" cloth pasted in the Center	Single colour printing on both sides	2000		
26.	Bill Books	70 GSM Maplitho 60 GSM Coloured paper	7" x 9" (1+2 leaves)	Single colour printing on one side	20		
					40		
27.	I-cards with plastic jacket and Dori (Ribbon) for Summer workshop (CD will be provided by the Centre)	Paper 300 gsm Royal Bilt Art Card or its equivalent	Standard size	Single colour printing on both side	300		
					Additional 50		
28.	I-cards with plastic jacket and Dori (Ribbon) for scholarship (CD will be provided by the Centre)	Paper 300 gsm Royal Bilt Art Card or its equivalent	Size 3.5"x5"	Four colour printing on one side	200		
					Additional 50		

29.	Screen printing of text on DVD/CD's (DVD/CD's will be provided by the Centre)			Single colour	1000		
					Additional 1000		
30.	Star Flex mounted on Iron frame	Rate per square feet					
31.	Main Hoarding Star Flex mounted on Iron frame with iron legs including installation charges and dismantling charges	Preparation and Fixing of hoarding on 6ft. height from ground on iron poles.	24ft. x 12 ft				
32.	Visiting cards Digital printing	300 gsm German Kent card	Standard size	Four colour printing both side 4+4	100		
					200		
33.	Single colour screen printing on Gurjari Cloth folders				50		
					Additional 20		
34.	Carry Bag (Jute)	Plastic coated jute cloth with eyelets for cotton rope handle (Sample may be seen in the Centre)	12"x12" x5"	screen printing in single colour	1000		