

ORIGINAL

**PETROLEUM CONSERVATION RESEARCH
ASSOCIATION**
(MINISTRY OF PETROLEUM & NATURAL GAS)



**TENDER DOCUMENT
FOR
“DESIGN, PRINTING & SUPPLY OF LITERATURE
FOR OIL & GAS CONSERVATION FORTNIGHT, 2010**

(TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02)

PART – I (TECHNO-COMMERCIAL PART)

Prepared and Issued By:

**EDUCATION CAMPAIGN DEPARTMENT
PETROLEUM CONSERVATION RESEARCH ASSOCIATION
(MINISTRY OF PETROLEUM & NATURAL GAS)
SANRAKSHAN BHAVAN, 10 BHIKAJI CAMA PLACE
NEW DELHI – 110 066**

TENDER COST: RS. 1000/-

Total No of Pages:91 (Ninety One)

NAME OF WORK: DESIGN, PRINTING & SUPPLY OF LITERATURE FOR OGCF-2010

TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02

TABLE OF CONTENTS

I N D E X

CHAPTER NO.	DESCRIPTION	PAGE NOS.
PART- I (TECHNO- COMMERCIAL PART)		
1.	ISSUE LETTER OF BIDDING DOCUMENT	3
2.	NOTICE INVITING TENDER	4
3.	INSTRUCTIONS TO BIDDERS (ITB)	9
4.	GENERAL CONDITIONS OF CONTRACT (GCC)	24
5.	SPECIAL CONDITIONS OF CONTRACT (SCC)	40
PART- II (PRICE BID)		
6.	PERMEABLE OF SCHEDULE OF RATES	85
7.	SCHEDULE OF RATES :	
	JOB – 1 (SP-1) – PRINTING OF LITERATURE	86
	JOB - 2 (SP-2) – DESIGNING AND PRINTING OF LITERATURE	89

NOTICE INVITING TENDER

NOTICE INVITING TENDER

NIT NO. PCRA/EC/LIT-OGCF-10/09-10/T-02

Date: 26.09.2009

Sealed percentage rate tenders under two bid system are invited from bonafide experienced & reputed contractors of financial standing meeting the pre-qualifying requirement for the job given below:

NAME OF WORK	Design, Printing & Supply of Literature for OGCF-2010
TENDER NO./ NIT NO.	PCRA/EC/LIT-OGCF-10/09-10/T-02
TENDER COST	Rs. 1000/- BY DEMAND DRAFT IN FAVOUR OF PCRA. PAYABLE AT NEW DELHI.
EMD	Rs 38,000/- by Demand Draft in favour of PCRA, payable at New Delhi from nationalized / scheduled Indian bank
TIME OF COMPLETION	JOB – 1: 15 working days from the date of issue of Work Order JOB – 2 : 25 working days from the date of issue of Work Order
ISSUE OF TENDER	FROM : 26.09.09 TO 07.10.09
PLACE OF ISSUE	ADDITIONAL DIRECTOR (EDUCATION CAMPAIGN) PETROLEUM CONSERVATION RESEARCH ASSOCIATION SANRAKSHAN BHAVAN, 3 rd Floor, Room No. 301 10 BHIKAJI CAMA PLACE, NEW DELHI -66 OR PCRA web site (www.pcr.org))

SUBMISSION/ RECEIPT OF TENDER	<p>09.10.2009 upto 2.30 PM in the tender box placed in front of the office of:</p> <p>ADDITIONAL DIRECTOR (EDUCATION CAMPAIGN) PETROLEUM CONSERVATION RESEARCH ASSOCIATION SANRAKSHAN BHAVAN, 3rd Floor, Room No. 301 10 BHIKAJI CAMA PLACE, NEW DELHI -66</p>
OPENING OF TENDER	<p>Part-I i.e. Techno-Commercial Part of the Tender shall be opened on the same day i.e. <u>09.10.2009</u> at 3.00 PM in presence of authorized attending representatives of tenderers.</p> <p>Part-II (Price Part) of the Techno-Commercial acceptable Bidders shall be opened at a later date</p>

Bids shall be submitted in the manner as described in Instruction to Bidders (ITB) of Bidding Document.

Part-I shall contain original offer along with tender fees & EMD.

Part-II shall contain only price as per Schedule of Rates without any condition. The lump sum prices shall be filled up both in figure and in words, and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. Any correction shall be legible and signed by the authorised signatory

2.0 Pre-Qualification Requirements:

The agencies that intend to participate shall meet the following qualifying requirements and shall submit substantiating documents in support of their claim, along with their bid.

2.1 Experience Criteria:

The bidder should possess experience of completed Similar Works of following executed cost during the last five years:

- 2.1.1) Three similar works each of minimum value Rs.5.60 Lakh
OR
- 2.1.2) Two similar works each of minimum value Rs.7.50 Lakh
OR
- 2.1.3) One similar work of minimum value Rs. 9.40 Lakh

“Similar Works shall mean printing and supplying of literature viz booklets, leaflets, stickers, posters etc.

2.2 Financial Criteria:

Minimum Annual turnover of the Bidder in any one of the three preceding financial years i.e. 2006-2007, 2007-08 & 2008-09 shall not be less than Rs.11.00 Lakh.

2.3 Machinery & Infrastructure:

Bidders should have minimum machinery / Infrastructure as listed below:

1. Four colour and above printing machines – Minimum 2 nos.
2. In house complete pre press facilities- It includes outputting unit, plate making etc.
3. In house binding unit – It includes cutting, sewing, perfect binding, lamination etc.
4. The bidder should have in house facilities for Graphics, Designing, type Setting (Composing), Scanning etc.

If required a team of PCRA officials may physically verify the above mentioned items. In case of any short fall, the tender is liable for cancellation and EMD shall be forfeited.

3.0 SUBMISSION OF TENDER

- 3.1 The Bidding Document shall be submitted to PCRA in hard copies along with requisite Tender Document fees and Earnest Money Deposit.
- 3.2 The Bidding Document is non-transferable. Tenders obtained from any other source shall not be accepted. Mere issuance of tender document not be construed that the bidder is considered qualified.

- 3.3 The tender document can be either downloaded from the PCRA web site (www.pcra.org) or will be issued in person only & shall not be sent by post. Tender/ offers may be sent by post/ courier to the office of tender submission authority namely, Additional Director (EC), New Delhi. However, PCRA accepts no responsibility for any loss/ delay/ non-receipt of offers not submitted in person. Offers received late/ incomplete are liable for rejection.
- 3.4 The tender shall be submitted in the manner as described in “Instructions To Bidders (ITB), who have downloaded the tender document from the PCRA web site are required to pay the tender paper cost by Demand Draft at the time of submission of their Bid.
- 4.0 “Earnest Money Deposit” (EMD) mentioned above shall be paid separately by way of “Crossed Demand Draft”. Tenders without Earnest Money are liable to be rejected.
- 5.0 During opening of Techno-commercial part (i.e. Part-1) the name of Tenderers who have submitted their offers along with details of Earnest Money Deposit will only be read out and no other information/ details whatsoever, will be read out.
- 6.0 PCRA reserve the right to accept or reject any tender in part or full, without assigning any reason whatsoever and also to give purchase preference to Public Enterprises, as admissible under the existing Government policies.
- 7.0 Tenderer should submit Acknowledgement Receipt of this tender document duly signed & stamped and confirm the submission of offer within 7 days of receipt of this tender.
- 8.0 The subject job (Job-1 and Job-2) is divisible and shall be awarded between successful bidders.
- 9.0 In case the tenderer is already pre-occupied with some other activities or he is not interested to submit offer for some other reasons, the tender document may please be returned along with tenderer’s letter.
- 10.0 No deviation in the terms and conditions of the tender document is permissible. The tenderer shall take a special note of this clause while submitting his offer in the technical bid as well as in the price bid.
- 11.0 If the last date of receiving/ opening of the tenders coincide with a holiday, than the next working day shall be the receiving/ opening date.

For & On behalf of
PETROLEUM CONSERVATION RESEARCH ASSOCIATION

(N Pownraj)
Additional Director (Education Campaign)

PETROLEUM CONSERVATION RESEARCH ASSOCIATION

SANRAKSHAN BHAVAN, 3rd Floor, Room No. 301

10 BHIKAJI CAMA PLACE, NEW DELHI -66

CHAPTER-3

INSTRUCTIONS

TO

BIDDERS (ITB)

INDEX TO ITB

SL. NO.	DESCRIPTION	PAGE NO.
1.0	INTRODUCTION	11
2.0	INFORMATION REQUIRED WITH BIDS	14
3.0	INCOME TAX CLEARANCE CERTIFICATE (ITCC)/ ASSESSMENT ORDER/ IT RETURN	14
4.0	EXPENSE TO BE BORNE BY BIDDER	14
5.0	EMD	14
6.0	BIDDING DOCUMENT NOT TRANSFERABLE	15
7.0	PRICES, TAXES, DUTIES	15
8.0	BID VALIDITY	15
9.0	BID SUBMISSION	15
10.0	PLACE & ADDRESS FOR SUBMISSION OF BIDS	15
11.0	OPENING OF BIDS	16
12.0	PRICE EVALUATION AND AWARD OF WORK	16
13.0	CONTRACT AGREEMENT	16
14.0	CONTRACT PERIOD	16
15.0	BILLING AND PAYMENTS	16
<u>ANNEXURE TO INSTRUCTIONS TO BIDDER</u>		
Annexure – I	:	Acknowledgement Letter
Annexure – II	:	Bid Compliance Statement
Annexure – III	:	Checklist for Submission of Bids
Annexure – IV	:	Financial Details
Annexure – V	:	Information about Printing Pres

INSTRUCTION TO BIDDERS

1.0 INTRODUCTION

Petroleum Conservation Research Association (PCRA) is a registered society set up in 1978 under the aegis of Ministry of Petroleum & Natural Gas, Government of India. As a non-profit organization, PCRA is a national government agency engaged in promoting energy efficiency in various sectors of economy. It helps the government in proposing policies and strategies for petroleum conservation, aimed at reducing excessive dependence of the country on oil requirement. Over the years, PCRA has enlarged its role in improving productivity in use of various sources of energy, for the purpose of achieving environment protection and sustainable development.

ENERGY EFFICIENCY – THE FIFTH FUEL

- **India consumed petroleum products worth Rs. 4 lakh crores and its annual gross oil import bill was Rs. 2.6 lakhs crores in 2006-07.**
- **The demand of petroleum products in the country is growing steadily at the rate of 2.5% per annum.**
- **The need for additional crude oil can be minimized if we initiate strong energy efficiency measures.**

PCRA is committed towards the fifth fuel i.e. “energy efficiency”, to augment the four conventional sources of energy viz. coal, petroleum, nuclear and renewable. To achieve this, PCRA is relentlessly pursuing Demand Side Management as a cost effective alternative compared to augmenting supplies. This will also ensure India emerges as an environmentally responsible superpower.

PCRA- A LEADER IN ENERGY EFFICIENCY

As a committed and a responsible organization in the field of energy efficiency, PCRA not only focuses on energy intensive sectors through direct action like audits but also assumes a leadership role in targeting issues such as setting fuel efficiency norms for vehicles, in association with other stakeholders.

About 50% of the present consumption of petroleum products is in the transport sector. PCRA has taken a lead role in establishing standards and labeling in fuel efficiency of vehicles in transport sector. The industry sector consumes 42% of the total primary energy consumption in the country and industrial activity is concentrated across various SME clusters. As a first of its kind activity, PCRA has initiated integrated energy management concept in cluster development for achieving about 20% energy savings. Energy use in industry and transport emit huge amount of CO₂ that is causing global warming. As an extension of its role in enhancing energy efficiencies and reducing carbon emissions across sectors, PCRA has started providing consultancy services in CDM in order to cover the entire value chain of an energy efficiency project.

AN EFFICIENT NETWORK

PCRA has presence in almost every state of India through its regional and sub regional offices that are manned by officers of oil sector PSUs. The vast network of PCRA is instrumental in carrying out energy productivity improvement activities in various sectors.

INDUSTRY

PCRA's programs focus on improvement in energy productivity through technological intervention, energy audit, fuel oil diagnostic study, small-scale industry energy survey, follow up study and institutional training in large, medium and small-scale industries.

TRANSPORT

PCRA conducts variety of integrated energy management programs for State Transport Undertaking, private fleet operators, organizations in the private & public sector, Defence and Paramilitary to promote efficient use of petrol, diesel and lubricants through; better maintenance practices, better driving habits, model depot studies, emission awareness programs, exhibitions, workshops and clinics.

AGRICULTURE

The potential and scope for conservation of petroleum products & electricity in this sector is huge. Then use of non-ISI and substandard foot valves, pumping sets and other equipment results in wastage of oil and electricity. PCRA extends assistance through need-based rectification and replacement, with energy efficient ISI marked foot valves, pump sets etc. the other activities include demonstration centers, Van Publicity, Kisan Melas, Bio Diesel awareness programs and educational programs for students of agricultural college.

DOMESTIC

PCRA plays an educator's role in this sector to raise the awareness primarily amongst housewives and youth on energy conservation and safely practices through LPG/Kerosene clinics and essay competitions. Since 2005 – 06, the number of activities performed in each domestic workshop has been enhanced to make it more result – oriented.

RESEARCH & DEVELOPMENT

Towards optimum utilization of energy and reduction in pollution in different sectors of economy through development and demonstration of new and improved equipment/appliances, new efficient technologies and processes, PCRA sponsors appropriate R&D projects and also helps in adoption & dissemination of successful R&D outcomes.

SYNERGY THROUGH TIE-UPS

PCRA endeavors to synergies its activities on improvement in energy efficiency with other national and international agencies like BEE, CII, FICCI, SIRDs, premier educational institutions and ECCJ Japan. Energy labeling of vehicles and cooking stoves, enhancing energy productivity in industrial clusters and related development, technology transfer of efficient processes in energy intensive industries, capacity building in CDM in clusters and public sector units, interfacing with institutions, are some of the prominent areas of cooperation with such agencies.

EDUCATION CAMPAIGN

Education campaign is used by PCRA as a communication tool to create mass awareness on efficient utilization of energy resources, a tool that is effective to bring attitudinal changes through sustained efforts using various medium of communication. In order to bring attitudinal changes towards energy efficiency, focused sector specific energy saving measures and techniques are propagated to targeted end users. Apart from the above, children and youth that comprise more than 40% of India's population and are the future of the country, are being targeted in order to inculcate the habit of energy efficiency in them at a tender age. In line with the above, PCRA has initiated efforts for inclusion of text on energy efficiency in schoolbooks at central & state level. Youth in colleges and institutions are being sensitized to the criticality of oil dependence and relevance of energy conservation.

1. Seminar/Exhibition/Conference/Puppet Show/Street Play etc.
2. Electronic Media (Film/TV Program/TV Spot)
3. Print Media (Printed Literature)
4. Outdoor Publicity (Bus Panel/Bus Queue Shelter/Railway Panel etc.)
5. Internet Media (Internet Advertising)
6. Events (Oil & Gas Conservation Fortnight/Cycle Rally, Women Rally, Car Rally)
7. Electronic Media (Radio Program/Jingle)
8. Print Media (Newspaper/Magazine)
9. Outdoor Publicity (Electronic Display Board/Glow Sign/Kiosk etc.)
10. Internet Media (PCRA Website)

PCRA has achieved accreditation as a Certified Energy Auditing Agency and has a large team of certified energy managers and energy auditors in its rank. To manage its activities in a professional manner, it has empanelled technically qualified professionals and agencies from diverse background in energy field. Information on energy efficient practices is freely available for energy users on PCRA's website.

The way forward

India requires a multi-pronged approach in energy usage and substitution for guaranteeing its energy security in the years to come. PCRA is committed to build nation's energy security by steadfastly promoting the use of the "fifth fuel" i.e. energy efficiency, in all sectors of the economy and at every level of the society, through various proactive and inclusive steps. Our motto is "Improving Energy Productivity, Reducing Oil Dependence".

The essence of this contract is to print and supply various literature viz: booklets, leaflet, posters, stickers etc, as per the specifications at PCRA's Store at Sanrakshan Bhavan 10, Bhikaji cama place New Delhi.

Before attempting to fill the tender document, the Tenderer should complete literature to familiarise himself with the various elements of work that are required to be rendered and to understand the quality levels that are required to be rendered.

2.0 INFORMATION REQUIRED WITH BIDS

The following documents/ information as per proformas enclosed in the bid document are required to be submitted along with offer:

- a) Information about the Printing Press as per enclosed Annexure-V .
- b) Service Tax/VAT Registration Number, if any.
- c) PF & ESI number & Labour License/Factory License
- d) Latest valid Income Tax Clearance Certificate/ Latest Assessment order/ Latest IT return duly acknowledge by Income Tax authorities.
- e) Declaration about the relationship, if any with PCRA's Directors

3.0 INCOME TAX CLEARANCE CERTIFICATE/ ASSESSMENT ORDER/ IT RETURN

Attested copy of latest valid Income Tax Clearance Certificate/ Latest Assessment order/ Latest IT return duly acknowledged by Income Tax authorities should be in the name of the FIRM/ ORGANIZATION/ INDIVIDUAL quoting for the work.

4.0 EXPENSES TO BE BORNE BY BIDDER

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of Bid shall be borne by Bidder. PCRA in no case shall be responsible or liable for these costs regardless of the outcome of the Bidding process.

5.0 EMD

Bidder shall furnish EMD by Bank Demand Draft in favour of PCRA., payable at New Delhi or by Bank Guarantee from any scheduled Indian Bank in the prescribed format.

Offers received without EMD shall be rejected.

6.0 **BIDDING DOCUMENT NOT TRANSFERABLE**

Bidding document once issued shall not be transferable in any other name.

7.0 **PRICES, TAXES, DUTIES**

The Bidder should quote firm prices/ rates taking in to account of all Taxes, Duties, Levies, Personal Tax, Corporate Tax, **VAT** and all other expenditure required to be incurred by him/her for providing required services etc. during the contract period as indicated under his contract and after wards no variation will be allowed. .

8.0 **BID VALIDITY**

Bid submitted by bidder shall remain valid for a period of 3 (Three) Months from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as “REJECTED” and EMD shall be forfeited without any reference to the Bidder.

9.0 **BID SUBMISSION**

Bids shall be submitted in single stage two-envelope system as per following

ENVELOPE NO.1 : **TECHNO – COMMERCIAL PART**

This envelope should have techno-commercial details a) EMD b) Tender document fees. c) Details of machinery/infrastructure d) Experience and Financial criteria including all supporting documents as mentioned in the tender document. Copy of ORIGINAL Bidding Document duly **signed & stamped on each page of document without filling the prices**. EMD shall be submitted in this envelope.

ENVELOPE NO.2 : **PRICED PART**

The Bidder shall submit only price/ rates as per Schedule of Rates without any condition. Condition indicated if any in this part shall not be taken cognizance of.

10.0 **PLACE & ADDRESS FOR SUBMISSION OF BIDS**

N Pownraj

Additional Director (Education Campaign)

PETROLEUM CONSERVATION RESEARCH ASSOCIATION

SANRAKSHAN BHAVAN, 3rd Floor, Room No. 301

10 BHIKAJI CAMA PLACE, NEW DELHI –66

11.0 OPENING OF BIDS

Unpriced Part of the offer (i.e. Part – I: Techno-Commercial offer) shall be opened on same day of submission of offer at 3.00 PM at 3th Floor, Sanrakhsan Bhavan, New Delhi. During the opening only name of Bidder and whether EMD is furnished, shall be informed and no other details/ information shall be given.

Price Part of the Techno-Commercially acceptable bidders shall be opened at a later date to be communicated after evaluation of their offers. During opening of Priced Part name of Bidder and Total prices shall be read. No other details/ information shall be given.

12.0 PRICE EVALUATION AND AWARD OF WORK

Pre-qualification criteria – A screening committee approved by management will undertake the screening of all the tenders based on the pre-qualifying criterion. The bidders must meet all pre-qualifying criterion. Any agency not meeting any of the pre-qualification requirements will not be short-listed for evaluation and award of contract.

Price bids of tenderers who qualify in Pre-qualification criteria shall be opened and the job shall be awarded to the lowest bidder(s) of Part-I and Part-2 separately.

13.0 CONTRACT AGREEMENT

The successful Bidder shall be required to execute a contract Agreement with PCRA as per Performa attached with this document on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) to be purchased from Delhi. The cost of stamp paper shall be borne by successful Bidder(s).

PCRA reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.

14.0 CONTRACT PERIOD

The rate contract shall be valid for 6 months from the date of issue of work order.

15.0 BILLING AND PAYMENTS

The agency shall submit the bill/s after successful completion of the work for payment duly signed by the authorized signatory. PCRA shall release the payments within 30 days of submission of bills complete in all respect. All payments will be made by crossed account payee cheques only.

ACKNOWLEDGEMENT CUM CONSENT LETTER

FAX NO. 011-26109668

To

Additional Director (Education Campaign)
PETROLEUM CONSERVATION RESEARCH ASSOCIATION
SANRAKSHAN BHAVAN, 3rd Floor, Room No. 301
10 BHIKAJI CAMA PLACE, NEW DELHI –66

**NAME OF WORK: DESIGN, PRINTING & SUPPLY OF
LITERATURE FOR OGCF-2010**

TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02

Dear Sir,

We acknowledge the receipt of your invitation to Bid for subject work which was received on _____ and understand that the documents received remain the property PCRA. We indicate below our intentions with respect to the Letter Inviting Tender.

(A) We intend to bid as requested and furnish following details:

QUOTING OFFICE :

- (i) FULL POSTAL ADDRESS : _____

- (ii) TELEPHONE NUMBER : _____
- (iii) TELEFAX NUMBER : _____
- (iv) CONTACT PERSON : _____

DELHI OFFICE ADDRESS
(IF ANY)

-
- (i) POSTAL ADDRESS : _____

- (ii) TELEPHONE NO. : _____
- (iii) TELEFAX NO. : _____
- (iv) CONTACT PERSON : _____

(B) We are unable to bid for the reasons given below and hereby return the Tender Document.

PRINTING PRESS NAME : _____

SIGNATURE : _____

NAME : _____

DESIGNATION : _____

DATE : _____

ANNEXURE-II TO ITB

NAME OF WORK: **DESIGN, PRINTING & SUPPLY OF
LITERATURE FOR OGCF-2010**

TENDER NO: **PCRA/EC/LIT-OGCF-10/09-10/T-02**

COMPLIANCE TO BID REQUIREMENTS

We confirm that our bid complies with the total techno-commercial requirement of Tender Document without any deviation.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : **_____**

OWNER SEAL : **_____**

(STAMP & SIGNATURE OF TENDERER)

CHECK LIST FOR SUBMISSION OF TENDER

(Mark \checkmark In Appropriate Box As Applicable)

- | | | | |
|-----|---|------------------------------|-----------------------------|
| 1. | Confirm original tender signed on each page & included in the offer. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | Confirm that rates (both for Job-I and Job-2) have been filled without any condition & deviation and submitted in sealed envelope marked "Priced Part". | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | Confirm EMD is submitted with Part – I of offer. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Details of EMD – Value Rs. _____ | | |
| | Demand Draft/ Pay Order No. _____ | | |
| | Banker Name _____ | | |
| | Date of D.D./ P.O. _____ | | |
| | BG No & name of issuing bank _____ | | |
| 4. | Confirm latest ITCC/ Assessment order/ IT return enclosed. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. | Confirm details of Service Tax Registration Furnished. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Service Tax Registration No. _____ | | |
| | Place of Registration _____ | | |
| 6. | Confirm submission of PQ requirement. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | Confirm copy of Audited Balance Sheets for last three years i.e. 2008-09, 2007-2008, 2006-2007 furnished. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. | Confirmation about submission of P.F & ESI registration no., License to run the services and Labour/Factory License | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. | Confirm copy of Power of Attorney submitted | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. | Confirmation regarding relationship with the PCRA's Director, if any. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(STAMP & SIGNATURE OF TENDERER)

FINANCIAL DETAILS

ANNUAL TURNOVER STATEMENT

The Bidder shall indicate here the turnover during proceeding 3 years based on the audited balance sheets & profit & loss account statement. Copy of audited balance sheets including profit & loss account is attached.

FINANCIAL YEAR	ANNUAL TURNOVER (IN RS.)	REMARKS
2008 – 2009		
2007 – 2008		
2006 – 2007		

Note: Bidder should submit the relevant document(s) like Balance Sheet in support of the turnover.

(Stamp & Signature of Bidder)

INFORMATION ABOUT THE PRINTING PRESS

- 1. Name of Printing press _____
- 2. Year of incorporation _____
- 3. Address of Printing press _____

- 4. Address of Head Office _____

- Delhi offices _____

- 5. Telephone Nos. _____
Fax No.(s) _____
E-mail address, if any _____

6. Name of the owner/owners/Directors/Chief executives and telephone Nos.

7. Name of contact person(s) with designation and telephone Nos. at press

8. Whether your firm is registered under any act? If so, please give details.

9. Registration No. of your firm/Company_____

10 (a) PAN No. _____ TIN No. _____

11. Your CST Regn. No. _____ Valid upto_____

12. Your ST Regn. No. _____ Valid upto_____

13 Works Contract No. _____ date_____

14. VAT No. _____

15. Have you ever been black listed by any client? If so, give complete details:

(Stamp & Signature of Bidder)

CHAPTER-4



GENERAL CONDITIONS OF CONTRACT (GCC)

GENERAL CONDITIONS OF CONTRACT
CONTENTS

S. NO.	HEADING	PAGE NO.
1.	DEFINITIONS	26
2.	INTERPRETATION OF CONTRACT DOCUMENTS	27
3.	SECURITY DEPOSIT	27
4.	QUANTITIES OF WORK	27
5.	CHANGE IN CONSTITUTION OF THE CONTRACTOR	27
6.	MODE OF PAYMENT	28
7.	DISCHARGE OF OWNER'S LIABILITY	28
8.	CLAIMS OF OWNER	28
9.	TERMINATION OF THE CONTRACT	28
10.	PERSONAL ACTS AND LIABILITIES	29
11.	GOVERNMENT REGULATIONS	30
12.	INDEMNITY AND INSURANCE	30
13.	LIENS AND LIABILITIES	30
14.	ARBITRATION	30
15.	FORMATS	30
Annexure -I	Format of Form of Contract	
Annexure -II	Form of Bank Guarantee in lieu of EMD	
Annexure -III	Form of Bank Guarantee in lieu of Security Deposit/ Initial Security Deposit	

GENERAL CONDITIONS OF CONTRACT

1.0 DEFINITIONS

- a) "Acceptance of Tender" shall mean the Acceptance of Tender issued by the OWNER to the CONTRACTOR, and shall include a letter, telegram or fax of acceptance or other notification of award of work, and a detailed Letter of Acceptance.
- b) The "Contract" shall mean the agreement between the parties as derived from the Contract Documents.
- c) The "CONTRACTOR" shall mean Individual, Agency, Firm or Company (whether incorporated or not) selected by the OWNER for the performance of the Contract and shall include its legal representatives, successors and permitted assigns.
- d) The "Contract Documents" shall mean the contract documents as defined in Article 1 in the Form of Contract.
- e) "Completion" shall mean the successful completion and conclusion of all activities required in all respects to complete the contractual works in accordance with the contract.
- f) The "Officer-in-charge" shall mean the officer of the OWNER nominated by the OWNER in writing to act as Officer-in-charge for the purpose of the Contract.
- g) "General Manager" shall mean the Executive Director, General Manager or other Chief Executive (howsoever designated) of the Project to which the Contract relates, and if there is no such separate Chief Executive, shall mean the Executive Director (if any) or the General Manager, as the case may be.
- h) "Order" and "Instruction" shall respectively mean any written Order or Instruction given by the Officer-in-charge or his representative within the scope of their respective powers in terms of the Contract.
- i) The "OWNER" shall mean PCRA, registered society under Ministry of Petroleum and NG located at Sanrakshan Bhawan, 10, Bhikja Cama Place, New Delhi shall include its successors and assigns.
- j) "Schedule of Rates" or "Price Schedule" shall mean the Schedule of Rates or Price Schedule annexed to the Acceptance of Tender, and shall also include a lump sum price.
- k) "Security Deposit" shall mean the Security Deposit as specified hereof in the tender document.
- l) "Time Schedule" shall mean the Time Schedule for final completion of the Works incorporated in the Contract or as may be extended by the OWNER or Officer-in-Charge.
- m) The "Total Contract Value" shall, upto calculation of the entire remuneration due to the CONTRACTOR in terms of the contract on successful completion of the work, mean the Total Contract Value as specified in the Acceptance of Tender, and after calculation of the entire remuneration due to CONTRACTOR under the contract on successful completion of the contract, shall mean the totality of such remuneration.

- n) GSM – Paper specification – grammage per square meter

2.0 INTERPRETATION OF CONTRACT DOCUMENTS:

2.1 In case of irreconcilable conflict in non technical matters between the provisions in the separate contract documents concerning or governing the same aspect precedence shall be given to the provisions contained in the documents mentioned below in the order in which they are set out below:

- a) Formal Contract
- b) Acceptance of Tender
- c) Price Schedule annexed to Letter of Acceptance
- d) Special Conditions of Contract
- e) General Conditions of Contract
- f) Instructions to Tenderers

A variation or amendment issued after the execution of the formal contract shall take precedence over the formal contract and all other Contract Documents.

3.0 SECURITY DEPOSIT:

3.1 The CONTRACTOR shall furnish Security Deposit as specified in the Letter Inviting Tender / Special Conditions of Contract.

4.0 QUANTITIES OF WORK

4.1 The quantities of work stated in the Form of Schedule of Rates do not form part of the Contract and the OWNER shall not be liable for any increase or decrease in the actual quantities of work performed (notwithstanding the percentage of such increase or decrease), nor shall such increase or decrease in the actual quantities form the basis of any alteration of rates quoted and accepted.

5.0 CHANGE IN CONSTITUTION OF THE CONTRACTOR

The CONTRACTOR, whether an individual, Proprietary concern, Partnership firm, Private limited Company or Public Limited Company, shall not make any change(s) in its constitution, by transfer of substantial shareholding or of management (in the case of a company) or by addition or deletion of Partners, change in the terms of Partnership, or make any other material change(s) without prior intimation to and approval of the OWNER. Any such unauthorised change shall attract the provisions of Clause 9.0. hereof.

6.0 MODE OF PAYMENT

All payment(s) by the OWNER under or in terms of the Contract shall be made in official Indian currency only by crossed "Account Payee" cheque sent to the registered office of the CONTRACTOR or other office notified in this behalf by the CONTRACTOR or delivered to his authorised representative. All cheques drawn shall be payable at the office of the OWNER's bankers and in no case will the OWNER be responsible if the cheque is mislaid, misappropriated or otherwise lost or stolen.

7.0 DISCHARGE OF OWNER'S LIABILITY

The acceptance by the CONTRACTOR of any amount paid by the OWNER to the CONTRACTOR in respect of the final dues of the CONTRACTOR under the Final Bill upon condition that the said payment is being made in full and final settlement of all said dues to the CONTRACTOR.

8.0 CLAIMS OF OWNER:

8.1 No release or payments of any unadjusted balance of the Security Deposit by the OWNER to the CONTRACTOR as aforesaid or otherwise shall be deemed or treated as a waiver of any right(s) or claim(s) of the OWNER or shall stop or prevent the OWNER from thereafter making or enforcing any claims or any rights against the CONTRACTOR. The claims of the OWNER, if any, against the CONTRACTOR shall continue to survive and shall not get extinguished notwithstanding the issue of Final Certificate and/ or the release of Security Deposit to the CONTRACTOR.

9.0 TERMINATION OF THE CONTRACT

9.1 Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of the Owner under the Contract or otherwise, the Owner shall be entitled to terminate the Contract by written notice at any time during the currency on or after the occurrence of any one or more of the following events or contingencies, namely:

- (i) Default or failure by the Contractor of any of the obligations of the Contractor under the Contract, including but not limited to:
 - a. Failure to commence any work in accordance with the time prescribed in this behalf;
 - b. Failure to execute the works or any of item in accordance with the Contract;
 - c. Disobedience of any order or instruction of the Engineer-in-Charge and/ or Site Engineer;
 - d. Negligence in carrying out the works or carrying out of work found to be unsatisfactory by the Engineer-in-Charge;
 - e. Abandonment of the works or any part thereof;

- f. Suspension of the entire works or any part thereof, for a period of 5 (five) days or more without due authority from the Owner or Engineer-in-Charge.
 - g. Commission, permission or sufferance of any other breach of any of the terms, conditions or provisions of the Contract on the part of the CONTRACTOR to be paid, performed and/ or observed;
 - h. Failure to deposit the Initial Security Deposit/ Security Deposit within specified number of days mentioned elsewhere in the tender document by the Contractor of Acceptance of Tender;
 - i. Failure to execute the Contract in terms of the Form of Contract forming part of the Tender Documents within 10(ten) days of notice in this behalf from the Owner;
- (ii) If the Contractor is incapable of carrying out the work;
 - (iii) If the Contractor misconducts himself in any manner;
 - (iv) If there is any change in the constitution of the Contractor (if a firm) or in the circumstances or organization of the Contractor, which is detrimental to the interests of the work or the Owner;
 - (v) Dissolution of the Contractor (if a firm) or commencement of liquidation or winding up (whether voluntary or compulsory) of the Contractor (if a company) or appointment of a receiver or manager of any of the Contractor 's assets and/ or insolvency of the Contractor (if a sole proprietorship) or any Partner of the Contractor (if a firm);
 - (vi) Distress, execution, or other legal process being levied on or upon any of the Contractor 's goods and/ or assets;
 - (vii) Death of a Contractor (if an individual);
 - (viii) If upon any change in the Partnership/constitution of a Contractor 's organization (if a Partnership), the OWNER shall refuse to continue the contract with the re-constituted firm;
 - (ix) If the Contractor or any person employed by him shall make or offer for any purpose connected with the Contract any gift, gratuity, royalty, commission, gratification or other inducement (whether money or in any other form) to any employee or agent of the Owner;
 - (x) If the Contractor shall assign or attempt to assign his interest or any part thereof in the Contract.

The decision of the Executive Director, as to whether any of the events/ contingencies mentioned in Clause 9.1 hereof, entitling the Owner to terminate the Contract, has occurred or not, shall be final and binding upon the Contractor.

10.0 **PERSONAL ACTS AND LIABILITIES**

- 10.1 No Director, officer or other employee of the OWNER shall anyway be personally bound or liable to the CONTRACTOR for the acts, omissions or obligations of the OWNER under the Contract otherwise or be personally answerable to the CONTRACTOR for or in respect of any default or omission in the performance of any act(s), deed(s), matter(s) or things to be observed and/ or performed by the OWNER under the Contract.

11.0 **GOVERNMENT REGULATIONS**

The CONTRACTOR shall comply with and ensure strict compliance by his/its sub-contractors and agents of all applicable Central, State, Municipal and local laws and regulations and undertakes to indemnify the OWNER from and against all levies, damages, penalties, any payments whatsoever as may be imposed by reason of any breach or violation of any law, rule or regulation and against all actions, proceedings claims and demands arising there from and/ or relative thereto.

12.0 **INDEMNITY AND INSURANCE**

The CONTRACTOR shall be at all times indemnify and keep indemnified the OWNER and its officers, servants and agents from and against all third party claims whatsoever (including but not limited to property loss and damage, personal accident, injury or death of or to property or person of any sub-contractor and/ or the servants or agents of the CONTRACTOR.

13.0 **LIENS AND LIABILITIES**

If at any time there is evidence of any lien or claim for which the OWNER might be or become liable and which in terms of the Contract or otherwise is chargeable to or payable by the CONTRACTOR, the OWNER shall have the right to retain out of any payment then due or thereafter becoming due to the CONTRACTOR.

14.0 **ARBITRATION**

14.1 The provisions of the Indian Arbitration & Conciliation Act, 1996 and any re-enactment(s) and/ or modification(s) thereof and of the Rules framed there under shall apply to arbitration proceedings pursuant hereto subject to the following conditions:

- (a) The Arbitrator shall give his Award separately in respect of each Claim and Counter-Claim; and
- (b) The Arbitrator shall not be entitled to review any decision, opinion or determination (howsoever expressed) which is stated to be final and/ or binding on the CONTRACTOR in terms of the Contract Documents.

14.2 The venue of the arbitration shall be New Delhi, provided that the Arbitrator may with the consent of the OWNER and the CONTRACTOR agree upon any other venue.

15.0 **FORMATS**

15.1 Formats for FORM OF CONTRACT (Annexure-I), BANK GUARANTEE in lieu of Earnest Money Deposit (Annexure-II) and BANK GUARANTEE in lieu of Initial Security Deposit / Security Deposit (Annexure-III)

FORM OF CONTRACT

THIS CONTRACT made at New Delhi this _____ day of _____; BETWEEN PETROLEUM CONSERVATION RESEARCH ASSOCIATION, a registered society under Ministry of Petroleum and NG,, having its office at Sanrakshan Bhawan, 10, Bhikaji Cama Place, New Delhi (hereinafter referred to as the "OWNER" which expression shall include its successors and assigns) of the One Part; AND _____ carrying on business in sole proprietorship/carrying on business in partnership under the name and style of _____ a Company registered in India under the Indian Companies Act, 1913/1956 having its registered office at _____ (hereinafter referred to/as collectively referred to as the "Contractor" which expression shall include his/their/its executors, administrators, representatives and permitted assigns/successors and permitted assign) of the other part:

WHEREAS

The OWNER desires to have executed the work of _____

_____ more specifically mentioned and described in the contract documents (hereinafter called the "work" which expression shall include all amendments therein and/or modifications thereof) and has accepted the tender of the CONTRACTOR for the said work.

NOW, THEREFORE. THIS CONTRACT WITNESSETH as follows:

ARTICLE - 1

CONTRACT DOCUMENTS

- 1.1 The following documents shall constitute the Contract documents, namely :
 - (a) This contract ;
 - (b) Tender documents as defined in the General Instructions to Tenderers;
 - (c) Letter of Acceptance of Tender alongwith Fax/Telegram of Intent.
- 1.2 A copy of each of the Tender Documents is annexed hereto and the said copies have been collectively marked Annexure 'A' while a copy of the Letter of Acceptance of Tender alongwith annexures thereto and a copy of Fax/Telegram of Intent dated _____ are annexed hereto and said copies have been collectively marked as Annexure - 'B'.

ARTICLE - 2

WORK TO BE PERFORMED

- 2.1 The CONTRACTOR shall perform the said work upon the terms and conditions and within the time specified in the Contract Documents.

ARTICLE - 3

COMPENSATION

- 3.1 Subject to and upon the terms and conditions contained in the Contract documents, the OWNER shall pay CONTRACTOR compensation as specified in the Contract documents upon the satisfactory completion of the work and/or otherwise as may be specified in the Contract documents.

ARTICLE - 4

JURISDICTION

- 4.1 Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at _____ (where this Contract has been signed on behalf of the OWNER) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

ARTICLE - 5

ENTIRE CONTRACT

- 5.1 The Contract documents mentioned in Article - I hereof embody the entire Contract between the parties hereto, and the parties declare that in entering into this Contract they do not rely upon any previous representation, whether express or implied and whether written or oral, or any inducement, understanding or agreements of any kind not included within the Contract documents and all prior negotiations, representations, contracts and/or agreements and understandings relative to the work are hereby cancelled.

ARTICLE - 6

NOTICES

- 6.1 Subject to any provisions in the Contract documents to the contrary, any notice, order or communication sought to be served by the CONTRACTOR on the OWNER with reference to the Contract shall be deemed to have been sufficiently served upon the OWNER (notwithstanding any enabling provisions under any law to the contrary) only if delivered by hand or by Registered Acknowledgment Due Post to the Engineer-in-Charge as defined in the General Conditions of Contract.

6.2 Without prejudice to any other mode of service provided for in the Contract Documents or otherwise available to the OWNER, any notice, order or other communication sought to be served by the OWNER on the CONTRACTOR with reference to the Contract, shall be deemed to have been sufficiently served if delivered by hand or through Registered Post Acknowledgement Due to the principal office of the CONTRACTOR at or to the CONTRACTOR's representatives as referred to in the General Conditions of Contract forming part of the Contract Documents.

ARTICLE-7

WAIVER

7.1 No failure or delay by the OWNER in enforcing any right or remedy of the OWNER in terms of the Contract or any obligation or liability of the CONTRACTOR in terms thereof shall be deemed to be a waiver of such right, remedy, obligation or liability, as the case may be, by the OWNER and notwithstanding such failure or delay, the OWNER shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.

ARTICLE-8

NON-ASSIGNABILITY

8.1 The Contract and benefits and obligations thereof shall be strictly personal to the CONTRACTOR and shall not on any account be assignable or transferable by the CONTRACTOR.

IN WITNESS WHEREOF the parties hereto have executed this Contract in duplicate the place, day and year first above written.

SIGNED AND DELIVERED
for and on behalf of
Petroleum Conservation Research Association
by.....

in the presence of :

- 1.
- 2.

SIGNED AND DELIVERED

for and on behalf of (CONTRACTOR)

by..... (this day of..... 2000)

in the presence of :

- 1.
- 2.

*(Strike off which is not applicable)

BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT

BG NO: _____

DATED : _____

VALID UPTO : _____

To,

PCRA,

New Delhi

Dear Sirs,

In consideration of Petroleum Conservation Research Association (hereinafter called "PCRA" which expression shall include its successors and assigns), having agreed interalia to consider the tender of _____ (Name of the Tenderer) having its Head Office/Registered Office at _____ (Address of the Tenderer) (hereinafter called the "Tenderer" which expression shall include its successors and assigns), for the work of _____ (Name of the Project/Work) at _____ to be awarded under Tender No. _____ upon the Tenderer furnishing an undertaking from the Bank as hereinafter appearing in lieu of cash deposit of the Earnest Money.

We _____ (Name of the Bank), a Bank constituted/Registered under the _____ Act, having our Head Office/Registered Office at _____ (hereinafter called the "Bank" which expression shall include its successors and assigns), at the request of the Tenderer and with the intent to bind the Bank and its successors and assigns do hereby unconditionally and irrevocably undertake to pay the Corporation at New Delhi forthwith on first demand without protest or demur or proof or satisfaction or condition and without reference to the Tenderer, all sums payable by the Tenderer as and by way of Earnest Money to the Corporation, upto an aggregate limit of (Amount in figures and words).

AND THE BANK DOTH HEREBY FURTHER AGREES AS FOLLOWS :

1. This Guarantee/Undertaking shall be a continuing guarantee and shall remain in full force and effect for all claims or demands made by the Corporation on the Bank until the Corporation discharges this Guarantee/Undertaking subject, however, that the Corporation shall have no claims under this Guarantee/Undertaking after the midnight

of _____200_____ or any written extension(s) thereof.

PROVIDED that if the aforesaid work tendered for or any part thereof shall be awarded to the Tenderer on or before the said date, whether on the basis of accompanying tender or any other basis, then the validity of this guarantee/undertaking shall stand automatically extended for all claims and demands made by the Corporation for further three months.

2. The Corporation shall have the fullest liberty without reference to the Bank and without affecting in any way the liability of the Bank under this Guarantee/Undertaking at any time and/or from time to time any wise to postpone and/or vary any of the powers, rights, and obligations exercisable by the Corporation against the Tenderer and either to enforce or to forbear from enforcing all or any of the terms and conditions of or governing the said Tender and/or any contract consequent upon any award of work or the said Earnest Money Deposit or the securities available to the Corporation or any of them and the Bank shall not be released from its liability under these Presents and the liability of the Bank hereunder shall remain in full force and effect notwithstanding any exercise by the Corporation of the liberty with reference to any or all the matters aforesaid or by reason of any other act, matter or thing whatsoever which under law relating to the sureties or otherwise which could, but for this provision have the effect of releasing the Bank from all or any of its obligations hereunder or any part thereof, and the Bank specifically waives any and all contrary rights whatsoever.
3. It shall not be necessary for the Corporation to proceed against the Tenderer before proceeding against the Bank and the Guarantee/Undertaking herein contained shall be enforceable against the Bank as principal debtor notwithstanding the existence of any other undertaking or security for any indebtedness of the Tenderer to the Corporation and notwithstanding that any such security shall at the time when claim is made against the Bank or proceedings taken against the Bank hereunder, be outstanding or unrealised.
4. The amount stated by the Corporation in any demand, claim or notice made with reference to this guarantee shall as between the Bank and the Corporation for the purpose of these Presents be conclusive of the amount payable by the Bank to the Corporation hereunder.
5. The liability of the Bank to the Corporation under this Guarantee/Undertaking shall remain in full force and effect notwithstanding the existence of any difference or dispute between the Tenderer and the Corporation, the Tenderer and the Bank and/or the Bank and the Corporation or otherwise howsoever touching these Presents or the liability of the Tenderer to the Corporation, and notwithstanding the existence of any instructions or purported instructions by the Tenderer or any other person to the Bank not to pay or for any cause withhold or defer payment to the Corporation under these Presents, with the intent that

notwithstanding the existing of such difference, dispute or instructions, the Bank shall be and remain liable to make payment to the Corporation in terms thereof.

6. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up or dissolution or change of constitution or insolvency of the Tenderer or any change in the legal constitution of the Bank or the Corporation.
7. Without prejudice to any other mode of service, a demand or claim or other communication may be transmitted by the Corporation to the Bank either by post or by fax. If transmitted by fax, the transmission shall be complete as soon as acknowledged by bank.
8. Notwithstanding anything contained herein:
 - (i) The Bank's liability under this guarantee/undertaking shall not exceed (Amount in figures & words) ;
 - (ii) This guarantee/undertaking shall remain in force upto _____ and any extension(s) thereof; and
 - (iii) The Bank shall be released and discharged from all liability under this guarantee/undertaking unless a written claim or demand is issued to the Bank on or before _____ or the date of expiry of any extension(s) thereof if this guarantee/undertaking has been extended.

The Bank doth hereby declare that Shri _____ (designation) _____ who is authorised to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

This _____ day of _____ 20 _____

Yours faithfully

Signature : _____

Name & Designation: _____

Name of the Branch: _____

**FORM OF BANK GUARANTEE
IN LIEU OF SECURITY DEPOSIT/INITIAL SECURITY DEPOSIT**

BG NO: _____

DATED : _____

VALID UPTO : _____

To,
PCRA
New Delhi

Dear Sirs,

In consideration of Petroleum Conservation Research Association (hereinafter called "PCRA" which expression shall include its successors and assigns), having awarded certain work for and relative to _____ (Name of the Project/Work) to _____ (Name and address of the Contractor) (hereinafter called "the Contractor" which expression shall include its successors and assigns), upon certain terms and conditions inter-alia mentioned in the Corporation's Letter _____ of _____ Acceptance No. _____ dated _____ read with the relative Tender Documents (hereinafter collectively called "the Contract", which expression shall include any formal contract entered into between the Corporation and the Contractor in supersession of the said Letter of Acceptance and all amendments and/or modifications in the contract) inclusive of the condition that the Corporation may accept a Bank Guarantee/Undertaking of a Scheduled Bank in India in lieu of Cash Deposit of the Initial Security Deposit as provided for in General Conditions of Contract forming part of the said Tender Documents:

We _____ (Name of the Bank), a body registered/constituted under the _____ Act, having our Registered Office/Head Office at _____ (hereinafter called "the Bank" which expression shall include its successors and assigns), at the request of the Contractor and with the intent to bind the Bank and its successors and assigns, do hereby unconditionally and irrevocably undertake to pay to the Corporation at New Delhi forthwith on first demand without protest or demur or proof or satisfaction and without reference to this guarantee upto an aggregate limit of Rs. _____ (Rupees _____ only).

AND the Bank doth hereby further agrees as follows: -

- i) This Guarantee/Undertaking shall be a continuing guarantee and shall remain

valid and irrevocable for all claims of the Corporation upon the Bank made up to the midnight of _____ provided that the Bank shall upon the written request of the Corporation made upon the Bank at any time within 6 (six) months from the said date extend the validity of the Bank Guarantee by a further 6 (six) months so as to enable claims to be made under this Guarantee by a further 6 (six) months from the said date with the intent that the validity of this Guarantee shall automatically stand extended by a further 6 (six) months upon such request by the Corporation.

- ii) The Corporation shall have the fullest liberty without reference to the Bank and without affecting in any way the liability of the Bank under this Guarantee/Undertaking, at any time and/or from time to time to amend or vary the Contract and/or any of the terms and conditions thereof or relative to the said Initial Security Deposit or to extend time for performance of the said Contract in whole or part or to postpone for any time and/or from time to time any of the obligations of the Contractor and/or the powers or remedies exercisable by the Corporation against the Contractor and either to enforce or forbear from enforcing any of the terms and conditions of or governing the said Contract or the said Initial Security Deposit or the securities available to the Corporation or any of them and the Bank shall not be released from its liability under these presents and the liability of the Bank hereunder shall remain in full force and effect notwithstanding any exercise by the Corporation of the liberty with reference to any or all the matters aforesaid or by reason of time being given to the Contractor or any other forbearance, act or omission on the part of the Contractor or of any indulgence by the Corporation to the Contractors or of any other act, matter or thing whatsoever which under the law relating to sureties or otherwise which could but for the provision have the effect of releasing the Bank from its liability hereunder or any part thereof and the Bank hereby specifically waives any and all contrary rights whatsoever.
- iii) The obligations of the Bank to the Corporation hereunder shall be as principal to principal and shall be wholly independent of the contract and it shall not be necessary for the Corporation to proceed against the Contractor before proceeding against the Bank and the Guarantee/Undertaking herein contained shall be enforceable against the Bank notwithstanding the existence of any other Guarantee/undertaking or security for any indebtedness of the Contractor to the Corporation (including relative to the said Security Deposit) and notwithstanding that any such undertaking or security shall at the time when claim is made against the Bank or proceedings taken against the Bank hereunder, be outstanding or unrealised.
- iv) The amount stated by the Corporation in any demand, claim or notice made with reference to this guarantee shall as between the Bank and the Corporation for the purpose of these presents be conclusive of the amount payable by the Bank to the Corporation hereunder.

- v) The liability of the Bank to the Corporation under this Guarantee/undertaking shall remain in full force and effect notwithstanding the existence of any difference or dispute between the Contractor and the Corporation, the Contractor and the Bank and/or the Bank and the Corporation or otherwise howsoever touching or affecting these presents for the liability of the Contractor to the Corporation, and notwithstanding the existence of any instructions or purported instructions by the Contractor or any other person to the Bank not to pay or for any cause withhold or defer payment to the Corporation under these presents, with the intent that notwithstanding the existence of such difference, dispute or instruction, the Bank shall be and remain liable to make payment to the Corporation in terms hereof.
- vi) The Bank shall not revoke this undertaking during its currency except with the previous consent of the Corporation in writing and also agrees that any change in the constitution of the Contractor or the Bank or the Corporation shall not discharge the Bank's liability hereunder.
- vii) Without prejudice to any other mode of service, a demand or claim or other communication may be transmitted by fax. If transmitted by fax, the transmission shall be complete as soon as acknowledged by bank.
- viii) Notwithstanding anything contained herein:
 - (a) The Bank's liability under this guarantee/undertaking shall not exceed (Amount in figures & words) ;
 - (b) This guarantee/undertaking shall remain in force upto _____ and any extension(s) thereof; and
 - (c) The Bank shall be released and discharged from all liability under this guarantee/undertaking unless a written claim or demand is issued to the Bank on or before _____ or the date of expiry of any extension(s) thereof if this guarantee/undertaking has been extended.
- (ix) The Bank doth hereby declare that Shri _____ (Name of the person signing on behalf of the Bank) who is _____ (his designation), is authorised to sign this undertaking on behalf of the Bank and to bind the Bank hereby.

Dated this _____ day of _____ 200_____.

Yours faithfully,

Signature : _____

Name & Designation: _____

Name of the Branch: _____

Dated: _____

SPECIAL CONDITIONS OF CONTRACT

INDEX TO SPECIAL CONDITIONS OF CONTRACT

CL. NO.	DESCRIPTION
1.0	INTRODUCTION
2.0	DEFINITIONS
3.0	SCOPE OF WORK
4.0	DELIVERY PERIOD
5.0	CONTRACTOR RESPONSIBILITY
6.0	MATERIALS
7.0	PERIOD OF CONTRACT
8.0	EARNEST MONEY DEPOSIT
9.0	SECURITY DEPOSIT
10.0	INTERPRETATION
11.0	SUB-CONTRACTING
12.0	REJECTION OF TENDERS
13.0	QUANTUM OF WORK
14.0	PRICE EVALUATION AND AWARD OF WORK
15.0	RATES
16.0	PACKING LOADING AND TRANSPORTATION OF MATERIAL
17.0	RECEIPT
18.0	INSPECTION
19.0	DELAY DELIVERY
20.0	FORCE MAJURE
21.0	TERMS OF PAYMENT
22.0	GUARANTEE
23.0	DESIGN, PATENTS AND ROYALTIES
24.0	WEIGHT & MEASUREMENT
25.0	EXTENSION OF DELIVERY PERIOD
26.0	CERTIFICATE/BILL FOR PURCHASE OF PAPER
27.0	PENALTIES
28.0	SPECIFICATIONS FOR JOB-1 (ANNEXURE 'A' TO 'T')
29.0	SPECIFICATIONS FOR JOB-2 (ANNEXURE 'A-1 TO I-1')

SPECIAL CONDITIONS OF CONTRACT

1. INTRODUCTION:

Petroleum Conservation Research Association (PCRA) is a registered society set up in 1978 under the aegis of Ministry of Petroleum & Natural Gas, Government of India. As a non-profit organization, PCRA is a national government agency engaged in promoting energy efficiency in various sectors of economy. It helps the government in proposing policies and strategies for petroleum conservation, aimed at reducing excessive dependence of the country on oil requirement. Over the years, PCRA has enlarged its role in improving productivity in use of various sources of energy, for the purpose of achieving environment protection and sustainable development.

Before attempting to fill the tender document, the Tenderer should visit the Institute to familiarise himself with the various elements of services that are required to be rendered and to understand the quality levels of service that are required to be rendered.

2. DEFINITIONS:

Unless repugnant to the subject or context of usage, the following expressions used herein shall carry the meaning hereunder respectively assigned to them, namely;

- 2.1 The expression "Owner" occurring in the tender document shall mean Petroleum Conservation Research Association, New Delhi and shall include its successors and assigns.
- 2.2 The expression "Tenderer" or "Bidder" shall mean the Tenderer who submits the tender for the work and shall include the successors and permitted assigns of the Tenderer.
- 2.3 The expression "Contractor" or "Bidder" shall mean the Tenderer selected by the owner for the performance of the subject work and shall include the successors and permitted assigns of the Contractor.
- 2.4 "Officer-in-Charge" shall mean any officer of the Institute authorized to act as the Officer-in-Charge for the work or any specified part thereof.
- 2.5 "Work" and "Scope of work" shall mean the totality of the work / services and supplies of printed materials by expression or implication envisaged in the contract and shall include all material, equipment and labour required for commencement, performance, provision or completion thereof.

2.6 "PCRA" shall mean Petroleum Conservation Research Association, located at Sanrakhsan Bhavan 10. bhikaji cama place.

2.7 "Contract" shall mean the contract for the work and shall include the tender document, the Special Conditions of Contract, the attached General Conditions of Contract, the Letter of Acceptance, and the accepted Schedule of Rates.

3.0 SCOPE OF WORK

There are two jobs, hence, scope of work for both the jobs is given separately, as under:-

3.1 SCOPE OF WORK AND FOR JOB-I

3.1.1 4,37,000 copies of 20 literatures (Booklets/Leaflet/Posters/Stickers etc.) in English and Hindi are to be printed as per the literature wise specifications provided.

3.1.2 Print ready CDs shall be provided for printing.

3.1.3 Minor corrections, such as change in telephone numbers, putting up additional logo etc. are to be carried out without any additional cost.

3.1.4 Packing and delivery of literatures at PCRA office, as per packing details given in the Specifications.

3.2 SCOPE OF WORK FOR JOB-2

3.2.1 1,95,000 copies of 9 literatures (Booklets/Leaflet/Folder etc.) in English and Hindi are to be designed afresh, printing, packing and supply at PCRA Office, as per the literature wise specifications provided.

3.2.2 Hard copy of English & Hindi literature shall be provided. Printers have to design the same afresh, using similar types of photographs, illustrations etc. No additional charges shall be paid for photographs etc. After clearance of English design, the same design shall be adapted in Hindi.

3.2.3 The literature with new design shall be submitted within 4 working days from the date of issue of work order.

3.2.4 The printers will be responsible for any dispute or claim arises at a later date due to designing of PCRA literature. All royalties, charges etc. for photographs, illustration are payable by the printers.

3.2.5 After completion of the job, the printer is required to handover the CDs of newly designed literature to PCRA and the same will be the property of PCRA.

3.2.6 Packing and delivery of literatures at PCRA office, as per packing details given in the Specifications.

4.0 Delivery Period:

The printed material will be required to be submitted within the delivery period mentioned as under:-

4.1 JOB - I (20 Literatures)

Delivery period will be 15 working days from the date of issue of work order.

4.2 JOB - 2 (9 Literatures)

The literature with new design shall be submitted within 4 working days from the date of issue of work order. Within next 2 working days, PCRA will return the designs with corrections, if any. Corrected designs shall be submitted again to PCRA within 2 working days. The total period for approval of fresh design shall not exceed 10 working days. Thus, the total delivery period (designing and printing) will be 25 working days from the date of issue of work order. Printed literature is required to be delivered at PCRA's godown, Sanrakshan Bhawan or as advised by PCRA.

5.0 CONTRACTORS RESPONSIBILITIES :

The party will be required to quote for both the jobs (Job –1 & Job – 2) mentioned the price bid. This is clarified that the notional values taken into account for supply of different literature will be not considered for the purpose of rate evaluation/ lowest offer.

6.0 MATERIALS :

Raw materials used in the preparation of printing shall be as per the quality / brand specified and shall conform to the specifications

7.0 PERIOD OF CONTRACT:

7.1 The total initial period of contract will be six months subject to satisfactory performance.

7.2 The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further, the Contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to any one else.

- 7.3 Notwithstanding anything contained in other clauses of the tender document, the contract will automatically terminate if and to the extent that the continuation of the contract or any part thereof become illegal or legally impermissible for any cause.
- 7.4 Upon termination of the contact (except termination due to illegality) the Owner shall be entitled, at the risk and cost of the Contractor, to arrange for design and printing of literature for the balance period of the contract as contemplated in the scope of the work through an independent agency or agencies and to adjust any differential amount thus incurred from the Contractor (in addition to any other amounts, compensation and damage that the Owner is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the Contractor.

8.0 EARNEST MONEY:

Earnest Money by demand draft in favour of "PCRA" payable at New Delhi or bank guarantee [as per the pro-forma enclosed valid for 3 months] **must be enclosed along with the Techno-commercial bid of the tender.** Tenders submitted without earnest money will not be considered. The earnest money of the unsuccessful bidders will be refunded without any interest after the award of the contract. The earnest money of the bidder is liable to be forfeited if the bidder prematurely withdraws his bid or the successful Tenderer fails to take up the job or fails to deposit the initial security deposit. No interest is payable on this amount.

9.0 SECURITY DEPOSIT:

The security deposit consists of three elements:

- a) Earnest money deposit [to be paid either in the form of demand draft or bank guarantee along with the tender document]
- b) Initial security deposit @ 2.5% of the Contract Value [to be paid on award of work but before commencement of work].
- c) Security deposit [recoverable from bills on monthly basis] @ 10% of each RA Bill value.
- d) No further recovery in regards to security deposit shall be made from the Contractor's bills after the cumulative recovered value comprising EMD, ISD and 10% Security Deposit recovered equals 10% of the total contract value.
- e) The security deposit will be refunded after a period of 6 months, without any interest, from the date of issue of work order, if the job is found to be satisfactory.

10.0 INTERPRETATION:

- 10.1 The Special conditions of Contract shall be read in conjunction with the General Conditions of Contract and all other documents forming of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
- 10.2 Where any portion of the General Condition of Contract is in irreconcilable conflict with provision of the Special Conditions of Contract, the provisions of these Special Conditions of Contract shall be deemed to over ride the provisions of the General Conditions of Contract to that extent.

11.0 ASSIGNMENT & SUB-CONTRACTING

- 11.1 The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with approval of the owner. However the job shall be sublet only to the party approved by the owner.

12.0 REJECTION OF TENDER (S):

The Owner reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.

13.0 QUANTUM OF WORK:

The quantities given in the “Schedule of Rates” are approximate only and may vary in course of execution. The Contractor is therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation) of the various items of literature or deletion of any item(s) of literature.

Purchaser reserves the right to exercise discretionary powers to reduce/increase the tender quantity of PCRA literature by 20% at the time of issuing the work order. The total cost shall accordingly be increased/decreased on pro-rata basis. Print line will go on all the literatures having name of printer, month/year, language etc.

14.0 PRICE EVALUATION AND AWARD OF WORK

- The jobs shall be awarded on L-I basis. PCRA reserves the right to split the jobs between the bidders on lowest rates.
- In case the rates quoted by the two or more bidders is same, such bidders shall be required to submit discount in sealed envelope.

15.0 RATES (PRICES/TAXES):

Price quoted by printer/supplier for supply of the printed material (s) and accepted by the PCRA (purchaser/owner) will be firm and final and no deviation thereof will be accepted by the PCRA (purchaser/owner), unless otherwise agreed to in writing, specifically. Rate quoted should be valid for 3 months from date of opening the tender.

Rates should be quoted as per the format provided in 'Schedule of Rates'. Price quoted however shall be firm and final and should deliver printed material at PCRA Store, "Sanrakshan Bhawan, 10, Bhikaiji Cama Place, New Delhi-66. The quote should be inclusive of all taxes, levies, duties, octroi etc.

16.0 PACKING, LOADING AND TRANSPORTING:

The supplier/printer shall pack the printed material properly at his cost. Number of booklets in a packet should be packed strictly as specified in the Job specifications of respective booklets.

17.0 RECEIPT

The Printers will intimate two days in advance for the material they are delivering next day. Printer will send the material alongwith challan (in triplicate) clearly stating the purchase order No. and item No. Separate challan will be used for different items and quantities, duly mentioned in figures and words both. The person who has signed the challan will sign the corrections, if any, in the challan.

18.0 INSPECTION/REJECTION/ACCEPTANCE:

Printed materials received by the purchaser/owner shall be inspected according to design/specification/content/colour/size/orientation/get-up etc. as necessary.

- a. The printer will ensure that the proper quality of paper as per PCRA's specifications is used for printing of literature. Random samples from printed literature supplied may be taken by PCRA and subjected to detailed scrutiny and measurements to assess the same.
- b. In case of any deviation, PCRA will send the supplied material for verification of quality, GSM, paper brand etc. to Central Pulp & Paper Research Institute, Saharanpur or any other agency.
- c. On receipt of the printed material, the goods, which do not meet the requirements, will be rejected and the supplier will be intimated accordingly within 5 days of receipt. These shall be at the risk and the cost of the supplier, if the defects are repairable or can be removed, the supplier shall do so at his expenses within TEN days otherwise he has to make replacement immediately.

- d. At the time of delivery/or at anytime thereafter, if it is found that there is any deviation between the specifications and the supplied material. Penalty will be imposed as per Clause 27 of this document.
- e. In case of rejection in part or full, materials will be returned at the cost of Printer. While making replenishment by the Printer, the printing materials challan shall be stamped with "Replenishment Supply". In case where PCRA has used the material and subsequently found that the material supplied was not as per the specification, PCRA will levy penalty, as per Clause 27 of this document.
- f. The printers are also responsible for the quality of paper, colour scheme etc. even if the material has been accepted by PCRA. PCRA also reserves the right to make deductions on account of less grammage, deviation on colour scheme etc. at a later date i.e. within six months from the supply of material.
- g. PCRA'S representative at printing floor may do the random checking of the printed material, if necessary.
- h. Printer/supplier shall submit three copies of proof of printed literature (blue prints) for inspection by EC Deptt. After getting the approval in writing from EC Deptt., the materials should be printed, and supplied to us with an advance intimation of at least two days regarding date of supply. Two copies of the specimen will be returned to the supplier/printer and one copy will be forwarded to godown incharge (EC) to facilitate receiving the materials at the godown/stores.

19.0 Delay Delivery:

In case of delay in delivery of any or all goods or items beyond the nonstructural delivery date (s) as stipulated in the order or any extension thereof permitted by the Purchaser/owner may at its option:

- (i) To accept delayed delivery of all or any such printed item(s) or any goods supplied by Printer and in that event purchaser/owner shall levy penalty on the price of a sum equivalent to 0.5% (half percent) of the value of goods/items delivered late for each day up to first 8 days and then 3% (three percent) per day subject to a maximum of 30% (thirty per cent of the cost of delayed delivery). In case the delay is more than 30 days, PCRA may reject the deliveries and in case of rejection, the penalty on account of delay, as mentioned above, shall be deducted from other bills/security deposit/EMD.
- (ii) Cancel the order in part or in full and cancelled goods/items and/or quantities from elsewhere at risk & cost of the supplier, and without prejudice to its right under (i) above.

20.0. FORCE MAJURE:

If anytime during the continuance of the contract, the performance in whole or in part by either party of any obligations under this contract, shall be prevented or delayed by reasons of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosion, epidemic quarantine restrictions, or Act of God (hereinafter referred as events) then provided notice of the happening of any such event is given by either party to other within 21 days from the date of occurrence thereof, neither party shall by reasons of such events be entitled to terminate this contract, nor shall either party have any claims for damage against the other in respect of such nonperformance and delay in performance and delivery under the contract shall be resumed as soon as practicable after such event has come to an end or cease to exist and decision of the Purchaser/owner as to whether the deliveries have been so resumed or not shall be final and conclusive PROVIDED FURTHER THAT IF the performance in whole or part of any obligation under the contracts prevented or delayed by reason of any such event for a period exceeding sixty days, either party may as its option to terminate the contract, PROVIDED ALSO that if the contracts terminated under this clause the purchaser/owner shall be at liberty to take over from the supplier at prices to be fixed by the purchasers which shall be final, all unused undamaged and acceptable materials, in course of Printing in the possession of the supplier at the time of such termination or such portion thereof as the purchaser may deem fit, excepting such materials as the supplier with the concurrence of the Purchasers, may select to retain.

21.0. TERMS OF PAYMENT:

Payment against Invoice and challan receipt shall normally be made within 30 days of receipt of printed material at site/destination Stores of PCRA. However, purchaser/ owner (PCRA) will make payment on the basis of bills submitted and security deposit received or EMD converted into Security Deposit will be released after 6 months from the date of completion of contract.

22.0. GUARANTEE:

The Printer/Supplier shall guarantee that any and all printed materials used in execution of the purchase/work order shall be in strict compliance with specifications and that the same shall be free from any defects.

The printer/supplier will guarantee that all the printed materials shall be repaired or replaced as the case may be at his own expense in case the same have been found to be defective in respect of printed materials, workmanship within a stipulated period of 10 days from the date of intimation.

- (i) The guarantee period for any part or full quantity of the booklets that may be altered, repaired or replaced shall be 6 months from the date on which the same is received at the godown/stores of PCRA.

- (ii) Checking and approval of the suppliers proof by the Purchaser or his authorized representative; of any printed materials or its replacement, will not relieve the supplier of its responsibility of supplying the materials strictly according to the specification and affording to the guarantee by the supplier/printer.

23.0. DESIGN, PATENTS AND ROYALTIES

If any printed materials used by the printer in the market or design and content sold to market in respect of which printer/supplier is not licensed, in such cases, printer/supplier has to obtain license and pay such royalties and license fee as may be necessary. The printer/supplier shall keep the purchaser/owner indemnified from and against any and all claim action demands and proceeding whatsoever brought or made against.

The purchaser/owner on the basis of any patent infringement thereof, claimed or otherwise relative to any method or process employed or thing done to in connection with any materials supplied by the supplier under the work under and the supplier shall at its own risk and expenses defend any suit for infringement of design patent and content or the suit brought against the purchaser/owner (whether with or without the supplier being a party thereof) and shall pay any damages and costs, awarded in such suit and shall keep the purchaser/owner indemnified from and against all consequence thereof.

24.0. WEIGHT AND MEASUREMENT:

All weight and measurements recorded by the EC department of purchaser/owner will be treated as final.

The supply, despatch and delivery of printed materials should be arranged by the supplier in strict conformity with the statutory regulations as applicable from time to time.

25.0 EXTENSION OF DELIVERY PERIOD:

Notwithstanding any thing to the contrary, express or implied, the purchasers/owner's right to extend time for delivery in whole or part and/or to fix a new contractual period of delivery, shall not be confined or limited to the occurrence of the circumstance beyond the control of the purchaser/owner, but shall also include and cover delays occasioned by any part of the owner or the owners' agent preventing due performance.

The printed materials offered by the printer/ Supplier shall be accompanied by printing paper manufacturer's certificate/wholesale dealer's certificate with the documents of manufacturer in support.

26.0 CERTIFICATE/BILL FOR PURCHASE OF PAPER

If required, the successful bidder (Printers) has to submit the certificates/bills for purchase of paper for executing the PCRA Job from the authorized paper manufacturer or paper wholesaler in respect of paper quality and GSM.

27.0 PENALTIES

For GSM variation less than 2.5% (REFER: IS 1848:1991, clause 4.2.2) to be ignored and no deduction will be made. For variation more than 2.5%, deduction will be two times of the evaluated amount i.e. penalty on lower grammage will be 2 (twice) deducted to the difference in value. The deduction will be restricted to cost of paper only. However, Addl. Director (EC) will be the final authority for deciding on penalty to be imposed and deduction to be made for poor quality i.e. printing, size, orientation, colour quality etc. However, in case the grammage is less than the required GSM, variation of 2.5% will not be allowed, while calculating the deductions.

Annexure - A

SPECIFICATION – CORPORATE PROFIEL

1. Name of Printing Item : **Corporate Profile**
2. Languages : Hindi & English
3. Quantity : English – 5,000 Nos.
Hindi - 3,000 Nos.
4. Size of booklet : 9.00” x 7.00”
5. Pages : 8 Nos.
6. Colour : 4 colour throughout
7. Paper : 170 GSM Indian Art Paper (Glossy)
8. Lamination : Cover Lamination
9. Input : Print ready CD
10. Binding : Centre stitched
11. Packing : 50 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
12. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – CHILDREN BOOKLET FOR URBAN AREA

1. Name of Printing Item : **Children Booklet for Urban Area**
2. Languages : Hindi & English
3. Quantity : English - 18,000 Nos.
Hindi - 12,000 Nos.
4. Size of booklet : 9.00” x 7.00”
5. Pages : 16 Nos.
6. Colour : 4 colour throughout
7. Paper : 170 GSM Indian Art Paper (Glossy)
8. Lamination : Cover Lamination
9. Input : Print ready CD
10. Binding : Centre stitched
11. Packing : 50 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
12. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – CHILDREN BOOKLET FOR RURAL AREA

1. Name of Printing Item : **Children Booklet for Rural Area**
2. Languages : Hindi & English
3. Quantity : English – 10,000 Nos.
Hindi - 20,000 Nos.
4. Size of booklet : 9.00” x 7.00”
5. Pages : 12 Nos.
6. Colour : 4 colour throughout
7. Paper : 170 GSM Indian Art Paper (Glossy)
8. Lamination : Cover Lamination
9. Input : Print ready CD
10. Binding : Centre stitched
11. Packing : 50 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
12. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION –BOOKLET FOR DTP

1. Name of Printing Item : **Booklet for Driver Training Program**
2. Languages : Hindi & English
3. Quantity : English – 10,000 Nos.
Hindi - 5,000 Nos.
4. Size of booklet : 9.00” x 7.00”
5. Pages : 8 Nos.
6. Colour : 4 colour throughout
7. Paper : 170 GSM Indian Art Paper (Glossy)
8. Lamination : Cover Lamination
9. Input : Print ready CD
10. Binding : Centre stitched
11. Packing : 50 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
12. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION –BOOKLET FOR FOUR WHEELERS

- | | | |
|-----|-----------------------|---|
| 1. | Name of Printing Item | : <u>Booklet for four wheeler owners</u> |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English – 25,000 Nos.
Hindi - 20,000 Nos. |
| 4. | Size of booklet | : 9.00” x 7.00” |
| 5. | Pages | : 20 Nos. (Cover – 4 + Inside – 16) |
| 6. | Colour | : 4 colour throughout |
| 7. | Paper | : Cover - 210 GSM Indian Art Card (Glossy)
: Inside-130 GSM Indian Art Paper (Glossy) |
| 8. | Lamination | : Cover Lamination |
| 9. | Input | : Print ready CD |
| 10. | Binding | : Centre stitched |
| 11. | Packing | : 50 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes. |
| 12. | Forwarding | : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi |

Signature of the printer

SPECIFICATION – SINGLE PAGE LEAFLET ON AGRICULTURE SECTOR

- | | | |
|-----|-----------------------|--|
| 1. | Name of Printing Item | : <u>Single page leaflet on Agriculture Sector</u> |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English – 20,000 Nos.
Hindi - 40,000 Nos. |
| 4. | Size of Leaflet | : 9.00” x 7.00” |
| 5. | Pages | : 2 (One leaf, both side printing). |
| 6. | Colour | : 4 colour throughout |
| 7. | Paper | : 210 GSM Indian Art Card (Glossy) |
| 8. | Input | : Print ready CD |
| 9. | Packing | : 100 Nos. leaflets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes. |
| 10. | Forwarding | : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi |

Signature of the printer

SPECIFICATION – SINGLE PAGE LEAFLET ON TRANSPORT SECTOR

1. Name of Printing Item : **Single page leaflet on Transport Sector**
2. Languages : Hindi & English
3. Quantity : English – 40,000 Nos.
Hindi - 40,000 Nos.
4. Size of Leaflet : 9.00” x 7.00”
5. Pages : 2 (One leaf, both side printing).
6. Colour : 4 colour throughout
7. Paper : 210 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 100 Nos. leaflets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – SINGLE PAGE LEAFLET ON DOMESTIC SECTOR

1. Name of Printing Item : **Single page leaflet on Domestic Sector**
2. Languages : Hindi & English
3. Quantity : English – 40,000 Nos.
Hindi - 40,000 Nos.
4. Size of Leaflet : 9.00” x 7.00”
5. Pages : 2 (One leaf, both side printing).
6. Colour : 4 colour throughout
7. Paper : 210 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 100 Nos. leaflets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – BOOKLET INDUSTRIAL SECTOR

1. Name of Printing Item : **Booklet for Industrial Sector**
2. Languages : Hindi & English
3. Quantity : English – 10,000 Nos.
Hindi - 5,000 Nos.
4. Size of booklet : 9.00” x 7.00”
5. Pages : 20 Nos. (Cover – 4 + Inside – 16)
6. Colour : 4 colour throughout
7. Paper : Cover - 210 GSM Indian Art Card (Glossy)
: Inside-130 GSM Indian Art Paper (Glossy)
8. Lamination : Cover Lamination
9. Input : Print ready CD
10. Binding : Centre stitched
11. Packing : 50 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
12. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER FOR DIESEL SAVING

1. Name of Printing Item : **Poster – Diesel Saving**
2. Languages : Hindi & English
3. Quantity : English – 2,000 Nos.
Hindi - 3,000 Nos.
4. Size of Poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER FOR PETROL SAVING

1. Name of Printing Item : **Poster –Petrol Saving**
2. Languages : Hindi & English
3. Quantity : English – 2,500 Nos.
Hindi - 2,500 Nos.
4. Size of poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER FOR MAINTENANCE FOR FOUR WHEELER

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|-----|-----------------------|---|
| 1. | Name of Printing Item | : <u>Poster –Maintenance for four wheeler</u> |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English – 2,500 Nos.
Hindi - 2,500 Nos. |
| 4. | Size of Poster | : 22.00” x 35.00” (One side printing) |
| 6. | Colour | : 4 colour throughout |
| 7. | Paper | : 130 GSM Indian Art Card (Glossy) |
| 8. | Input | : Print ready CD |
| 9. | Packing | : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes. |
| 10. | Forwarding | : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi |

Signature of the printer

SPECIFICATION – POSTER FOR LIFT IRRIGATION PUMPSET

1. Name of Printing Item : **Poster –Lift Irrigation Pump set**
2. Languages : Hindi & English
3. Quantity : English – 1,500 Nos.
Hindi - 3,500 Nos.
4. Size of Poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER FOR TRACTORS

1. Name of Printing Item : **Poster – Tractors**
2. Languages : Hindi & English
3. Quantity : English – 1,500 Nos.
Hindi - 3,500 Nos.
4. Size of Poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER FOR COOKING GAS

1. Name of Printing Item : **Poster –Cooking Gas**
2. Languages : Hindi & English
3. Quantity : English – 3,000 Nos.
Hindi - 3,000 Nos.
4. Size of Poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER ON STORY OF OIL

1. Name of Printing Item : **Poster –Story of Oil (All About Oil)**
2. Languages : Hindi & English
3. Quantity : English - 2,000 Nos.
Hindi - 2,000 Nos.
4. Size of Poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER - HELLO FRIEND

1. Name of Printing Item : **Poster –Hello Friend**
2. Languages : Hindi & English
3. Quantity : English – 2,000 Nos.
Hindi - 2,000 Nos.
4. Size of Poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – POSTER FOR INDUSTRIES

1. Name of Printing Item : **Poster –Industries**
2. Languages : Hindi & English
3. Quantity : English – 3,500 Nos.
Hindi - 1,500 Nos.
4. Size of Poster : 22.00” x 35.00” (One side printing)
6. Colour : 4 colour throughout
7. Paper : 130 GSM Indian Art Card (Glossy)
8. Input : Print ready CD
9. Packing : 20 Nos. Posters each rolled in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – STICKER FOR INDUSTRIAL SECTOR

1. Name of Printing Item : **Industrial Stickers (Stop leakages)**
2. Languages : English
3. Quantity : English –10,000 Nos.
4. Size : As per Sample
5. Colour : 4 colour throughout
6. Paper : 90 GSM Indian Art Paper. Back Gumming With release paper of Diamond or superior-Quality of 55 GSM. Overlapping (Gumming) of release paper for easy removal
7. Printing : Printing in Fluorescent Ink and front Lamination
8. Input : Print ready CD
9. Packing : 100 Nos. Stickers each duly wrapped in LDPE Transparent sheet of 200 gauges duly pasted adhesive tapes.
10. Forwarding : Delivery at PCRA's office at "Sanrakshan Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – STICKER FOR TRANSPORT SECTOR

1. Name of Printing Item : ***Transport Stickers (Car Pool)***
2. Languages : English
3. Quantity : English – 20,000 Nos.
4. Size : As per Sample
5. Colour : 4 colour throughout
6. Paper : 90 GSM Indian Art Paper. Back Gumming With release paper of Diamond or superior-Quality of 55 GSM. Overlapping (Gumming) of release paper for easy removal.
7. Printing : Printing in Fluorescent Ink and front Lamination
8. Input : Print ready CD
9. Packing : 100 Nos. Stickers each duly wrapped in LDPE Transparent sheet of 200 gauges duly pasted adhesive tapes.
10. Forwarding : Delivery at PCRA's office at "Sanrakshan Bhawan, 10, Bhikaji Cama Place, N Delhi

Signature of the printer

SPECIFICATION – BOOKLET FOR DRIVERS

- | | | |
|-----|-----------------------|--|
| 1. | Name of Printing Item | : <u>Driver Pocket Booklet</u> |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English – 20,000 Nos.
Hindi - 20,000 Nos. |
| 4. | Size of booklet | : 3.00” x 4.00” (Folded size)
: 3.00” x 8.00” (Open size) |
| 5. | Pages | : 40 (Cover – 4 + Inside – 36) |
| 6. | Colour | : 4 colour throughout |
| 7. | Paper | : Cover - 210 GSM Indian Art Card (Glossy)
: Inside- 90 GSM Super Sunshine paper

from JK/ Ballarpur/ Bhadrachalm |
| 8. | Lamination | : Cover Lamination |
| 9. | Input | : Hard copy of English/Hindi booklet.
Complete designing in English and Hindi is to be done by the printers. |
| 10. | Binding | : Centre stitched |
| 11. | Packing | : 200 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly pasted adhesive tapes. |
| 12. | Forwarding | : Delivery at PCRA’s office at “Sanrakshan Bhawan, 10, Bhikaji Cama Place, N Delhi |

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – MORE KILOMETERS PER LITRE.....

- | | | |
|-----|-----------------------|--|
| 1. | Name of Printing Item | : Leaflet – More kilometers per litre... |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English – 13,000 Nos.
Hindi - 12,000 Nos. |
| 4. | Size of Leaflet | : 9.25” x 4.00” (Folded size)
: 9.25” x 16.00” (Open size) |
| 5. | Pages | : 2 Nos. |
| 6. | Leaf(ves) | : 1 No. |
| 7. | Colour | : 4 colour throughout |
| 8. | Paper | : 90 GSM Super Sunshine paper
from JK/ Ballarpur/ Bhadrachalm |
| 9. | Input | : Hard copy of English/Hindi leaflet.
Complete designing in English and
Hindi is to be done by the printers. |
| 10. | Binding | : 3 (three) fold in the middle. |
| 11. | Packing | : 200 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes. |
| 12. | Forwarding | : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi |

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – MAKE YOUR KITCHEN FUEL EFFICIENT

1. Name of Printing Item : **Leaflet – Make your Kitchen Fuel**
2. Languages : Hindi & English
3. Quantity : English – 13,000 Nos.
Hindi - 12,000 Nos.
4. Size of leaflet : 9.25” x 4.00” (Folded size)
: 9.25” x 16.00” (Open size)
5. Pages : 2 Nos.
6. Leaf(ves) : 1 No.
7. Colour : 4 colour throughout
8. Paper : 90 GSM Super Sunshine paper
from JK/ Ballarpur/ Bhadrachalm
9. Input : Hard copy of English/Hindi leaflet.
Complete designing in English and
Hindi is to be done by the printers.
10. Binding : 3 (three) fold in the middle.
11. Packing : 200 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
12. Forwarding : Delivery at PCRA’s office at “Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – TEN COMMANDMENTS OF SAVING DIESEL IN TRACTORS

- | | | |
|-----|-----------------------|--|
| 1. | Name of Printing Item | : Leaflet – Ten commandments of saving... |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English - 5,000 Nos.
Hindi - 20,000 Nos. |
| 4. | Size of Leaflet | : 9.25" x 4.00" (Folded size)
: 9.25" x 16.00" (Open size) |
| 5. | Pages | : 2 Nos. |
| 6. | Leaf(ves) | : 1 No. |
| 7. | Colour | : 4 colour throughout |
| 8. | Paper | : 90 GSM Super Sunshine paper
from JK/ Ballarpur/ Bhadrachalm |
| 9. | Input | : Hard copy of English/Hindi leaflet.
Complete designing in English and
Hindi is to be done by the printers. |
| 10. | Binding | : 3 (three) fold in the middle. |
| 11. | Packing | : 200 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes. |
| 12. | Forwarding | : Delivery at PCRA's office at "Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi |

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – TO ENHANCE EFFICIENCY OF LIFT IRRIGATION PUMP SET SYSTEM (LIP)

- | | | |
|-----|-----------------------|--|
| 1. | Name of Printing Item | : Leaflet – To enhance efficiency of LIP |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English - 5,000 Nos.
Hindi - 20,000 Nos. |
| 4. | Size of leaflet | : 9.25" x 4.00" (Folded size)
: 9.25" x 20.00" (Open size) |
| 5. | Pages | : 2 Nos. |
| 6. | Leaf(ves) | : 1 No. |
| 7. | Colour | : 4 colour throughout |
| 8. | Paper | : 90 GSM Super Sunshine paper
from JK/ Ballarpur/ Bhadrachalm |
| 9. | Input | : Hard copy of English/Hindi leaflet.
Complete designing in English and
Hindi is to be done by the printers. |
| 10. | Binding | : 4 (Four) fold in the middle. |
| 11. | Packing | : 200 Nos. booklets each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes. |
| 12. | Forwarding | : Delivery at PCRA's office at "Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi |

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – TURN TABLE – EFFECTS OF POLLUTION ON HUMAN HEALTH

1. Name of Printing Item : **Turn Table**
2. Languages : Hindi & English
3. Quantity : English – 7,000 Nos.
Hindi - 7,000 Nos.
4. Size : As per enclosed Sample
5. Colour : **Front** - 4 colour,
Back - One colour
6. Paper : 250 GSM Indian Art Card
7. Printing, Binding and Cutting : As per sample
8. Input : Hard copy of English/Hindi literature.
Complete designing in English and
Hindi is to be done by the printers.
9. Packing : 100 Nos. each in LDPE
Transparent sheet of 200 gauges duly
pasted adhesive tapes.
10. Forwarding : Delivery at PCRA's office at "Sanrakshan
Bhawan, 10, Bhikaji Cama Place, N Delhi

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – SLIDE RULE – TIPS ON TRANSPORT & DOMESTIC SECTOR

- | | | |
|-----|-------------------------------|--|
| 1. | Name of Printing Item | : Slide Rule – Tips on Transport & Domesitc Sector |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English – 7,000 Nos.
Hindi - 7,000 Nos. |
| 4. | Size | : As per enclosed Sample |
| 5. | Colour | : Front - 4 colour,
Inner - One colour |
| 6. | Paper | : Outer - 300 GSM Indian Art Card
Inner – 170 GSM Indian Art Card |
| 7. | Printing, Binding and Cutting | : As per sample |
| 8. | Input | : Hard copy of English/Hindi literature.
Complete designing in English and Hindi is to be done by the printers. |
| 9. | Packing | : 100 Nos. each in LDPE
Transparent sheet of 200 gauges duly pasted adhesive tapes. |
| 10. | Forwarding | : Delivery at PCRA's office at "Sanrakshan Bhawan, 10, Bhikaji Cama Place, N Delhi |

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – HOUSEWIVES’ COMPANION

1.	Name of Printing Item	: Housewives’ Companion (Recipe Book)
2.	Languages	: Hindi & English
3.	Quantity	: English – 5,000 Nos. Hindi - 5,000 Nos.
4.	Pages	: 16 (cover 4 + inside 12)
5.	Size of booklet	: 8.50” x 5.50”
5.	Colour	: 4 colour throughout
6.	Paper	: Cover - 170 GSM Indian Art Card Inside – 110 GSM Indian Art Paper
7.	Lamination	: Cover
8.	Input	: Hard copy of English/Hindi literature. Complete designing in English and Hindi is to be done by the printers.
9.	Binding	: Double Stitched (Centre)
10.	Packing	: 50 Nos. each in LDPE Transparent sheet of 200 gauges duly pasted adhesive tapes.
11.	Forwarding	: Delivery at PCRA’s office at “Sanrakshan Bhawan, 10, Bhikaji Cama Place, N Delhi

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

SPECIFICATION – EMPTY FOLDER

- | | | |
|-----|-----------------------|--|
| 1. | Name of Printing Item | : Empty Folder |
| 2. | Languages | : Hindi & English |
| 3. | Quantity | : English – 9,000 Nos.
Hindi - 8,000 Nos. |
| 4. | Size of folder | : 13.00” x 10.50” (folded)
13.00” x 21.00” (open) |
| 5. | Colour | : 4 colour throughout |
| 6. | No. of leaf(ves) | : Two Nos. |
| 7. | Printing | : One side of open size |
| 8. | Paper | : 300 GSM Indian Art Card |
| 9. | Lamination | : Front and back |
| 10. | Input | : Hard copy of English/Hindi literature.
Complete designing in English and Hindi is to be done by the printers. |
| 11. | Binding | : One fold in Centre and three pockets (One side single and the other side double pockets) |
| 12. | Packing | : 50 Nos. each in LDPE
Transparent sheet of 200 gauges duly pasted adhesive tapes. |
| 13. | Forwarding | : Delivery at PCRA’s office at “Sanrakshan Bhawan, 10, Bhikaji Cama Place, N Delhi |

Note : Booklets/Leaflets are required to be designed in English and the same design shall be adapted in Hindi.

Signature of the printer

AFFIDAVIT

(to be typed on Non-Judicial Stamp Paper of a value of Rs.100/-)

I _____ s/o Shri _____ proprietor of _____ (the accompanying bidder) do hereby solemnly affirm and declare as under:

1. I say that I am the proprietor/partner/director of _____ (hereinafter referred to as "bidder") who had submitted the accompanying bid to PCRA for the work of Printing and Design against Tender No. _____, and am dealing with the bid and the affairs of the bidder and as such I am aware of the facts and able to depose thereto.
2. I say that no workman presently or at any time in the past employed or engaged by the bidder or by me personally either in my name or in the name of any concern of which I was or am the proprietor or similarly by any other partner of the bidder firm (if the bidder is a firm) or by any director or principal shareholder of the bidder company (if the bidder is a company) upon any contract taken by the bidder or by me or any other proprietary concern, partner, director, or shareholder aforesaid has filed or instituted any writ petition, suit industrial dispute or other proceedings in any court, Tribunal, Advisory Committee or labour Authority for absorption or regularization against any principal employer with reference to such contract.
3. I say that I am aware of the fact that relying on the correctness of the statements made in this Affidavit, the Indian Institute of Petroleum Management shall consider the bid of the bidder.

4. I confirm that I am aware that if any of the facts stated herein are incorrect, I will be liable to be prosecuted for perjury, apart from any other legal consequences as may attend such false Affidavit.

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____ 2009 that the facts stated in paragraphs 1 to 3 are true upon my knowledge and that nothing has been concealed.

DEPONENT

(The affidavit is to be attested by Notary)

PETROLEUM CONSERVATION RESEARCH ASSOCIATION

(MINISTRY OF PETROLEUM & NATURAL GAS)



TENDER DOCUMENT

FOR

**“DESIGN, PRINTING & SUPPLY OF LITERATURE
FOR OIL & GAS CONSERVATION FORTNIGHT- 2010**

(TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02)

PART – II (PRICE PART)

Prepared and Issued By:

**EDUCATION CAMPAIGN DEPARTMENT
PETROLEUM CONSERVATION RESEARCH ASSOCIATION
(MINISTRY OF PETROLEUM & NATURAL GAS)
SANRAKSHAN BHAVAN, 10 BHIKAJI CAMA PLACE
NEW DELHI – 110 066**

NAME OF WORK: DESIGN, PRINTING & SUPPLY OF LITERATURE FOR OGCF-2010

TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02

PRICE PART

INDEX

SL. NO.	DESCRIPTION	
1.	PREAMBLE TO SCHEDULE OF RATES	
2.	PRICE SUMMARY	
3.	SCHEDULE OF RATES	FORM SP – 1 (FOR JOB-1)
		FORM SP – 2 (FOR JOB-2)

NAME OF WORK: DESIGN, PRINTING & SUPPLY OF LITERATURE FOR OGCF-2010

TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02

NAME OF TENDERER :

PREAMBLE TO SCHEDULE OF RATES

The Schedule of Rates should be read with all the other section of this tender document.

The tenderer, if so desire, may inspect existing printed literature (samples) on any working day between 1000 hrs to 1700 hrs at office of the Additional Director(EC) PCRA.

The quantities shown against the various items are only approximate and may vary to extent of plus/minus 20%. No claim shall be entertained at a later date towards any items due to the said reason.

All items or services mentioned in the Schedule of Rates shall be carried out as per the specifications and instructions of Officer-in-Charge and the rates are inclusive of designing, paper cost, printing and delivery etc.

Quoted rates for all the items to be supplied by the contractor shall remain firm till the completion of contractual period of six months from the date of issue of work order. These rates shall be inclusive of all taxes, duties, levies, VAT etc.

The Tenderer must ensure to quote the final tendered amount against this tender as per the Price Bid format. In the absence of this, offer submitted by the tenderer is liable for rejection.

The jobs shall be awarded on L-1 basis, both for Part-I and Part-2 separately.

(STAMP & SIGNATURE OF BIDDER)

SCHEDULE OF RATES (JOB-1)

**NAME OF WORK: PRINTING & SUPPLY OF LITERATURE FOR
OGCF-2010**

TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02

S No	Description	Quantities	Unit	Estimated cost	
				(In figures and words)	
1.	Printing and supply of "Corporate Profile" (Specification at page No.52)	Eng- 5000 Hindi- 3000 <hr/> Total- 8000	Nos.	Rs.39,904/-	(Rs. Thirty nine thousand nine hundred four only)
2.	Printing and supply of "Booklet for School Children (Urban Area)" (Specification at page No.53)	Eng- 18000 Hindi- 12000 <hr/> Total- 30000	Nos.	Rs.1,82,335/-	(Rs. One lac eighty two thousand three hundred thirty five only)
3.	Printing and supply of "Booklet for School Children (Rural Area)" (Specification at page No. 54)	Eng- 10000 Hindi- 20000 <hr/> Total- 30000	Nos.	Rs.1,49,640/-	(Rs. One lacs forty nine thousand six hundred forty only)
4.	Printing and supply of "Booklet on Driver Training Program" (Specification at page No. 55)	Eng- 10000 Hindi- 5000 <hr/> Total-15000	Nos.	Rs.55,644/-	(Rs. Fifty five thousand six hundred forty four only)
5	Printing and supply of "Booklet for four wheeler vehicle owners" (Specification at page No. 56)	Eng- 25000 Hindi- 20000 <hr/> Total- 45000	Nos.	Rs.2,90,007/-	(Rs. Two lacs ninety thousand seven only)
6.	Printing and supply of "Single page leaflet for Agriculture Sector" (Specification at page No. 57)	Eng- 20000 Hindi- 40000 <hr/> Total- 60000	Nos.	Rs.71,676/-	(Rs. Seventy one thousand six hundred seventy six only)
7.	Printing and supply of "Single page for Transport Sector " (Specification at page No.58)	Eng- 40000 Hindi- 40000 <hr/> Total- 80000	Nos.	Rs.83,832/-	Rs. Eighty three thousand eight hundred thirty two only)

S No	Description	Quantities	Unit	Estimated Amount	
				(In figures and words)	
8.	Printing and supply of "Single page leaflet for Domestic Sector" (Specification at page No. 59)	Eng- 40000 Hindi- 40000 Total- 80000	Nos.	Rs.78,802 /-	Rs. Seventy Eight thousand eight hundred two only)
9.	Printing and supply of "Booklet on Industrial Sector" (Specification at page No.60)	Eng- 10000 Hindi- 5000 Total- 15000	Nos.	Rs.1,14,745/-	Rs. One Lac Fourteen Thousand Seven Hundred Forty Five only
10.	Printing and supply of "Poster for Diesel Saving" (Specification at page No. 61)	Eng- 2000 Hindi- 3000 Total- 5000	Nos.	Rs.26,198/-	Rs. Twenty Six Thousand One Hundred Ninety Eight only
11.	Printing and supply of "Poster for Petrol Saving" (Specification at page No.62)	Eng- 2500 Hindi-2500 Total- 5000	Nos.	Rs.26,198/-	Rs. Twenty Six Thousand One Hundred Ninety Eight only
12.	Printing and supply of "Poster for Maintenance for four wheeler" (Specification at page No.63)	Eng- 2500 Hindi- 2500 Total- 5000	Nos.	Rs.25,150/-	Rs. Twenty Five Thousand One Hundred Fifty only
13.	Printing and supply of "Poster for Lift Irrigation Pump sets (LIP)" (Specification at page No. 64)	Eng- 1500 Hindi- 3500 Total- 5000	Nos.	Rs.26,197/-	Rs. Twenty Six Thousand One Hundred Ninety Seven only
14.	Printing and supply of "Poster for Tractors" (Specification at page No. 65)	Eng- 1500 Hindi- 3500 Total- 5000	Nos.	Rs.25,150/-	Rs. Twenty Five Thousand One Hundred Fifty only
15.	Printing and supply of "Poster for Cooking Gas (Domestic)" (Specification at page No. 66)	Eng- 3000 Hindi- 3000 Total- 6000	Nos.	Rs.34,454/-	Rs. Thirty four thousand four hundred fifty four only)
16.	Printing and supply of "Poster - Story of Oil (All About Oil)" (Specification at page No. 67)	Eng- 2000 Hindi- 2000 Total- 4000	Nos.	Rs.17,018/-	Rs. Seventeen thousand eighteen only)
17.	Printing and supply of "Poster-Hello Friend" (Specification at page No. 68)	Eng- 2000 Hindi- 2000 Total- 4000	Nos.	Rs.22,132/-	Rs. Twenty two thousand one hundred thirty two only)

S No	Description	Quantities	Unit	Estimated Amount	
				(In figures and words)	
18	Printing and supply of "Poster for Industries" (Specification at page No. 69)	Eng- 3500 Hindi- 1500 Total- 5000	Nos.	Rs.27,664/-	Rs. Twenty Seven Thousand Six Hundred Sixty Four only
19.	Printing and supply of Stickers for Industries (Stop Leakages)" (Specification at page No. 70)	Eng- 10000 Total- 10000	Nos.	Rs.15,719/-	Rs. Fifteen Thousand Seven Hundred Nineteen only
20.	Printing and supply of Stickers for Transport Sector (Car Pool)" (Specification at page No. 71)	Eng- 20,000 Total- 20,000	Nos.	Rs.24,102/-	Rs. Twenty four thousand one hundred two only
(A) Estimated Cost for all the above mentioned 20 items (Job -I)					Rs.13,36,567/-
(B) Quoted Percentage on estimated cost shown at (A) above.					(+)
(+) means quoted % above estimated cost (At par) means equal to estimated cost (-) means quoted % below estimated cost					(At par)
					(-)
(C) Quoted % at (B) converted in to amount in rupees w.r.t. total estimated cost shown at (A)					(+)
					At par
					(-)
(D) Net Cost to PCRA as per your quoted cost at (C)					Rs.
= (A+C) or (A-C) or (A)					

- Note :**
1. The above quoted rates are to be inclusive of all taxes and duties etc.
 2. In case the rates quoted by the two or more bidders is same, such bidders shall be required to submit discount in sealed envelope.
 3. Print Ready CD shall be provided as Inputs for printing of literature.
 4. In case, variation in the quoted cost between the figures and words, the amount written words shall be considered as final.

STAMP & SIGNATURE OF BIDDER)

SCHEDULE OF RATES (JOB-2)

NAME OF WORK: DESIGN, PRINTING & SUPPLY OF LITERATURE FOR OGCF-2010

TENDER NO: PCRA/EC/LIT-OGCF-10/09-10/T-02

S No	Description	Quantities	Unit	Estimated Amount (Designing and Printing) (In figures and Words)	
1.	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Driver Pocket Booklet" (Specification at Page No. 72)	Eng- 20000 Hindi-20000 <hr/> Total- 40000	Nos.	Rs.80,160/-	Rs. Eighty thousand one hundred sixty only
2.	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding/folding and supply of "Leaflet –More kilometers per litre....." (Specification at Page No.73)	Eng- 13000 Hindi- 12000 <hr/> Total- 25000	Nos.	Rs.31,856/-	Rs. Thirty one thousand eight fifty six only
3.	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Leaflet – Make your Kitchen Fuel Efficient" (Specification at Page No.74)	Eng- 13000 Hindi-12000 <hr/> Total- 25000	Nos.	Rs.35,885/-	Rs. Thirty five thousand eight hundred eighty five only
4.	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Leaflet –Ten Commandments of Saving Diesel in Tractors" (Specification at Page No.75)	Eng- 5000 Hindi-20000 <hr/> Total-25000	Nos.	Rs.35,598/-	Rs. Thirty five thousand five hundred ninety eight only

DESIGN, PRINTING & SUPPLY OF LITERATURE FOR OGCF, 2010

<u>S No</u>	<u>Description</u>	<u>Quantities</u>	<u>Unit</u>	<u>Estimated Amount</u> (In figures and words)	
5	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Leaflet – To enhance efficiency of diesel in Lift Irrigation Pump sets" (Specification at Page No.76)	Eng- 5000 Hindi-20000 <hr/> Total- 25000	Nos.	Rs.37,324/-	Rs. Thirty seven thousand three hundred twenty four only
6.	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Turn Table" (Specification at Page No. 77)	Eng- 7000 Hindi- 7000 <hr/> Total-14000	Nos.	Rs.27,644/-	Rs. Twenty seven thousand six hundred forty four only
7	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Slide Rule" (Specification at Page No. 78)	Eng- 7000 Hindi-7000 <hr/> Total-14000	Nos.	Rs.28,288/-	Rs. Twenty eight thousand two hundred eighty eight only
8	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Housewives' Companion (Recipe Book)" (Specification at Page No. 79)	Eng- 5000 Hindi-5000 <hr/> Total-10000	Nos.	Rs.92,822/-	Ninety two thousand eight hundred twenty two only

DESIGN, PRINTING & SUPPLY OF LITERATURE FOR OGCF, 2010

S No	Description	Quantities	Unit	Estimated Amount	
(In figures and words)					
9	Complete fresh Designing, typing, page making, preparing print ready CD, Printing, binding and supply of "Empty Folder" (Specification at Page No. 80)	Eng- 9000 Hindi-8000 <hr/> Total-17000	Nos.	Rs.1,70,377/-	Rs. One lac seventy thousand three hundred seventy seven only.
(A) Estimated cost for all the above mentioned 9 items (JOB-2)				Rs.5,39,954/-	
(B) Quoted Percentage on estimated cost shown at above.				(+)	
(+) means quoted % above estimated cost (At par) means equal to estimated cost (-) means quoted % below estimated cost				At par	
				(-)	
				(C) Quoted % at (B) converted in to amount in rupees w.r.t. total estimated cost shown at (A)	
				At par	
				(-)	
				(D) Net Cost to PCRA as per your quoted cost at (C)	
= (A+C) or (A-C) or (A)					

Note : 1. The above quoted rates are to be inclusive of all taxes and duties etc.

2. In case the rates quoted by the two or more bidders is same, such bidders shall be required to submit discount in sealed envelope.
3. Print Ready CD shall be provided as Inputs for printing of literature.
4. In case, variation in the quoted cost between the figures and words, the amount written words shall be considered as final.

STAMP & SIGNATURE OF BIDDER)