



हिंदी माध्यम कार्यान्वय निदेशालय  
Directorate of Hindi Medium Implementation  
दिल्ली विश्वविद्यालय University of Delhi  
10, केवलरी लेन Cavalry Lane  
दिल्ली Delhi -110007

दूरभाष/Tele :011-27666839  
विस्तार/Ext.:011-27001643  
ई-मेल/e-mail:dir\_dhmi@du.ac.in

प्रोफेसर कुमुद शर्मा  
कार्यवाहक निदेशक

Date: 12/8/2022

क्रमांक:-हि.मा.का.निदे./2022-23/ INVITING TENDER/01.....

LIMITED TENDER ENQUIRY FOR PRINTING AND SUPPLY OF TEXT BOOKS (ONLY FROM EMPANELLED VENDORS)

Directorate of Hindi Medium Implementation publishes text books in Hindi only.

M/s Archana Printers  
M/s Arihant Offset  
M/s Chandu Press  
M/s C.K. Printing Press  
M/s New Image Printers  
M/s Sanjeev Offset Printers

Directorate of Hindi Medium Implementation invites Limited Tender Enquiry for Printing and supply of '14' (Fourteen only) text books as per specifications mentioned below only from the university empaneled printers mentioned above.

Financial Bid proforma enclosed for the work is required from empaneled printers only, duly filled and signed in a sealed envelope. The tender enquiry number, date of opening, job work should be mentioned on the sealed envelope.

The sealed envelope containing financial bid must reach the office of the directorate at 10 cavalry lane, Near Vishwavidhyalya metro station, University of Delhi, Delhi-110007 on or before 12/8/2022 by 2:00pm. Bids shall be opened on 12/8/2022 at 03:00pm. The financial bid not submitted as per requirement will be rejected

Specification of job

Quantity Required – Approx. 1100 books of each title. The quantity may increase or decrease at the time of placing the order.

There are 14 books to be printed in size 23"x36"/16 (5½"x 8½"), and with print run of each Book is Approximately 1100 copies.

Required paper shall be arranged by the printers as prescribed by the Directorate of Hindi Medium Implementation.

9. 12/8/2022

Common specifications of each of 14 books. The tentative number of copies will be 1100 for each book.

Category	Specification
Dimension	23"x36"/16 (5½"x 8½"),
Paper Thickness	70 Gsm/18.6 kg White Maplitho
Paper Quality	70 Gsm White Maplitho from JK Paper Mills/BILT/Century/Trident etc.
Outer cover Page(front and Back), Gsm	4 pages 300 gsm art card JK Paper Mills/BILT/Century/Trident etc.in matt finish
Total colour pages if any	Mention with book on (125gsm art paper)
Binding	Paper back Perfect binding (including paper folding, gathering, collating ,trimming, cutting, end page pasting and stitching)
Quantity	Approximately 1100 each title

The bidder can contact to have a look of the sample text books before submitting the financial bid on any working day between 10:00 am to 3:00pm.

Clarification / queries, if any can be addressed to the office of the Directorate on Phone 9899146185 and email:directorofdhami.du@gmail.com

### The Terms and conditions

1. Rates/ Financial bid are to be submitted as per Annexure -1 and no conditional bid will be accepted. The financial bid received after due date or not fulfilling the terms and conditions shall be summarily rejected.
2. **L-1 will be considered for each title of the books respectively.**
3. The PRINTER is responsible for the timely collection of all material related to the work i.e. manuscript, CDs, CRC, press copy, negatives/positives and others, if any.
4. The PRINTER shall process, print, laminate, bind and deliver the complete quantity of the WORK, in accordance with the job specifications and time limit indicated in the work order. The stocks of books shall be supplied in proper packing at the godown at DHMI. The printer shall arrange the required quantity of paper/card on their own on priority to complete the job within the given time schedule.
5. Advance copies of the printed books or miscellaneous jobs shall be supplied by the printer seeking approval of the advance copies by the DHMI. The bulk supplies duly incorporating the corrections or improvement, if suggested by the DHMI, shall be delivered to the DHMI godown without any extra charges. The quality of the bulk stock must conform to the advance copies approved by the DHMI. In case of any error or defects noticed in the finished books, the necessary rectification must be carried out at the own cost of the printer. Any deviation from the approved advance copy will be seriously viewed and the decision of the Director will be final.
6. The bulk stock received from the printer shall be physically\* verified randomly by the concerned Production officer and Sales godown officials in respect of quality of printing, binding and the quality of paper. The quality of paper used by the printer in the bulk stock must conform to the advance copy approved by the DHMI. The DHMI shall have the right to accept the stock of books with suitable penalty or to reject the whole stock in case of shortcomings noticed. In case of rejection of stock, the whole work shall be reprinted at the own cost of printer on priority within the given time schedule failing which the



DHMI may get printed the job from some other printer and cost shall be recovered from the printer. The decision of the Officiating Director, DHMI shall be final.

7. The DHMI shall have the right to enter into the premises of enlisted printer at any time for inspection of the press to physically verify the progress of assigned jobs. The printer shall extend full cooperation to facilitate the inspection and answer the queries of the officials of DHMI.

8. The PRINTER shall not assign or sublet the job or any part thereof without obtaining the permission of the DHMI in writing.

9. On completion of the job, the PRINTER shall return to the DHMI, manuscript, press copy, art work, positives, negatives, CDs, etc. supplied by the DHMI or prepared by the PRINTER at the cost of the DHMI.

10. No advance payment would be paid to the bidder for execution of the order. However the payment would be released only through **PFMS TRANSFER** after successful delivery of order and the receipt of pre-receipted bill in duplicate complete in all respect along with the signed delivery challans and other supporting documents.

- i) Duly receipted delivery vouchers for the supplies made, in original;
- ii) Duly signed delivery challans for the return of negatives and positives, in original;
- iii) Other material or document(s), if any, in support of the items charged in the bill or provided by the DHMI.

11. Printers shall provide a full sheet of paper and card used for the job along with the mill wrapper having paper specifications along with the advance copies. DHMI may go for the chemical testing of paper and card used by the printer, if need to. In case of variation in quality/specification, the complete stock of books shall be liable for rejection. In case of minor variations within the acceptable limit, DHMI may consider to accept the stock after imposing appropriate penalties to be decided by the Officiating Director, DHMI.

12. The PRINTER shall be responsible for the safe custody of negatives, positives and all other material issued by the DHMI for the job assigned, and the PRINTER shall insure all material against loss by fire, theft, riots, accident, etc. at its own cost and expense. In the event of damage to the material, cost shall be recovered from the printer.

13. Queries if any in respect of the deductions and non-payment for the work completed should be made by the empaneled printer, only in the respective financial year.

However, in case of non-payments for whatsoever the reason, if the printer does not inform in writing from the date of completion of work, the DHMI would not be responsible to reply any query and the printer would be liable for the loss.

14. If the PRINTER fails to return the material supplied by the DHMI, or if the quantity of the WORK supplied by the PRINTER is found to be short, the DHMI shall have the right to recover from the PRINTER, the value of material and the WORK, at rates fixed by the DHMI. In the event of short supply of books deductions shall be made on the basis of price of book after allowing 30% discount.

15. If an error or defect is found in the WORK, at any time before or after the delivery of the copies ordered, the PRINTER shall, if called upon to do so, rectify the error/defect at his own cost, to the satisfaction of and within the time limit fixed by the DHMI. If, however, the error/defect is of the kind which cannot be rectified, the DHMI shall, if it so desires, either reject the WORK and recover the total cost

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[Handwritten signatures and initials]

of the WORK including the cost of paper, or impose suitable penalty (depending upon the nature of error) recoverable from printers' bills.

16. In the event of the PRINTER failing to

(a) Abide by any of the conditions laid down in this agreement and/or

(b) Execute the job according to the specifications given in the work order, to the satisfaction of and within the time limit fixed by the DHMI, the DHMI shall, if it so desires, reject the WORK and Either

(i) Permit the PRINTER to reprint the WORK within such time as the DHMI may specify, at the PRINTER'S cost including the cost of paper and other material; or

(ii) Accept the job after imposing penalty decided by the DHMI.

17. If the completion of the job is delayed by the PRINTER, the DHMI shall impose suitable penalty (fixed by the DHMI depending on the nature and period of delay) shall be recovered from the PRINTER. If, however, the job is delayed or stopped for reasons not attributable to the PRINTER, such as strikes, the fire and accident, or for any other reason beyond the control of the PRINTER, the DHMI may not impose any penalty on the PRINTER.

18. The rate quoted shall be inclusive of all charges (transportation, freight, loading/unloading etc).

19. In case of tie between more than one bidder being L1 for a book, the job will be awarded on the basis of the following:

1. The bidder who has quoted L1 price for maximum of number of books,
2. If tie still exist, then higher annual turnover for last two year i.e. 19-20, 20-21.

Directorate of Hindi medium Implementations, University of Delhi reserves the right to award the books to be printed to more than one printer.

Directorate of Hindi medium Implementations, University of Delhi reserves the right to accept or reject any or all bid/s without assigning any reasons.

**OTHER TERMS AND CONDITIONS OF THE TENDER DOCUMENT REMAIN THE SAME.**

NOTE: sample and all the pages of this document duly signed accepting all terms and conditions of the tender must be in suitable envelope along with sealed financial bid envelope. Please quote the job work, tender no. with date and opening date on the top of the sealed envelope.

**IMPORTANT: The bid shall be submitted in two separate envelopes containing:-**

- (i) The acceptance of terms and conditions (Annexure-I)
- (ii) The financial Bid (Annexure-II)

Both the sealed envelopes are packed in the single suitable envelope with tender enquiry no. opening date and job work.

  
Professor Kumud Sharma

हिंदी माध्यम कार्यान्वय निदेशालय Directorate of Hindi Medium Implementation,  
दिल्ली विश्वविद्यालय University of Delhi

Annexure -A

ACCEPTANCE OF TERMS AND CONDITIONS  
ON COMPANY'S LETTER HEAD

I hereby accept all the terms and conditions of the Limited Tender No.....dated .....for the job of  
.....

Authorized Signatory

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**Annexure B-1**

**FINANCIAL BID**

NAME OF THE VENDOR	
NIT No.	
Date	
Validity of Bid	
Date & Time of Opening of Tender	
GST + PAN + TIN	

**Note :** Total amount will be considered by rounding up to the nearest rupee means less than 50 paise will be ignored and 50 paise and above will be considered as rupee one .

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s.no	Name of the book With quantity	Page no.	Cost per book in Rs.	Taxes in Rs.	Total Cost per book including tax in Rs.	Total cost of 1100 books including taxes	
						In words	In figures
1.	Bisvin shatavdi ka vishw itihās part-1 (Qty 1100)	346					
2.	Bisvin shatavdi ka vishw itihās part-11 (Qty 1100)	364					
3.	Aadhunik vishw ka itihās (Qty 1100)	478					
4.	Vishw itihās ke pramukh muddey badlte aayam (Qty 1100)	578					
5.	Europeya Sanskriti (Qty 1100)	490					
6.	Aadhunik Europe ka Itihās : Aayam avam Dishaye (Qty 1100)	984(inclu ding 12color pages)					
7.	Aadhunik Cheen ka	324					

	Itihas (Qty 1100)						
8.	Europe ka Itihas (Qty 1100)	824					
9.	Aadhunik Bharat ka Itihas (Qty 1100)	962					
10.	Amrika ka Itihas (Qty 1100)	304					
11.	Madhyakalin Bharat ka Itihas Part-1 (Qty 1100)	612					
12.	Madhyakalin Bharat ka Itihas Part-11 (1100)	896					
13.	Pracin Bharat ka itihas (Qty 1100) Maps (black & white)	508 (4 maps on pg no.82, 224,232					
14.	Bhartiya sahiya ka samekit Itihas (Qty 1100)	730					

S. No	Description	Quantity	Amount /unit (Rs.)	Total amount (Rs.) inclusive of taxes	Amount in words
15.	Charges for additional/ replacement of printing pages in the multiple of 04 pages				
16.	Charges for additional colour pages in the multiple of 04 pages (100 gsm printing in 4 colour)				

L-1 will be considered for each title of the books respectively.

No over writing or use of eraser ink or fluid is permitted.

Rate quoted by the bidder should be in figure as well as in words. Submit all the pages of this tender document duly signed and accepting all terms and conditions of the tender.

The rate quoted shall be inclusive of all charges (transportation, freight, loading/un loading etc).

Authorized Signatory



