

**INDIAN COUNCIL OF HISTORICAL RESEARCH**  
35 FERROZESHAH ROAD, NEW DELHI 110 001

**F.No. 2015-16 /publication**

Dated: 16/02/2016

**Subject: Regarding obtaining Quotations for printing of RFR Booklets of the Council.**

Dear Sir/Madam,

**To,**

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Sealed Quotations are invited for the printing of RFR Booklets of the Council as per following specifications and below mentioned terms and conditions for the period of a year i.e.2016-17. Quotation must be sealed and sent to " Member Secretary, ICHR, 35 Ferozeshah Road, New Delhi " at the address given above and the envelope containing the quotation is super scribe " Quotations for printing of RFR Booklets of the Council ". The last date for receipt of quotations is 26th Feb 2016. Quotations received after this will not be entertained.

The specifications for the RFR Booklet and its terms and conditions for their printing are as follows.

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|------------------------|---|
| 1. Name of the job     | Designing & printing of ICHR RFRs   |
| 2. Size of publication | 5.5 " X 8 "   |
| 3. Number of pages     | 60 pages  |
| 4. Paper               | Maplitho 70 GSM ,Art card cover with lamination, DTP<br>(Paper sample must be attached with quotation)                                      |
| 5. Print order         | 1000 copies   |
| 6. Printing            | Printer has to design artwork & prepare date sheet<br>as per the layout supplied by the ICHR and print<br>after approval of the department. |
| 7. Colour              | Four Colour   |
| 8. Binding             | Good quality  |
| 9. Time for delivery   | The complete job is to be done in 15 days time from<br>the issue of work order. The printer will, at his own                                |

cost, deliver the printed copies to the ICHR, New Delhi.

10. A sealed bid without the paper samples will be rejected without any notice. Rates quoted by the firm will be accepted only after the approval of the sample. All samples should be duly stamped with name of the vendor and bear the signature of the proprietor. The quality of material and the workmanship shall be prime consideration.
11. Designing and printing of RFRs work would be done as per our requirement and accordingly payment may be released on submission of bill after the satisfactory completion of work and delivery of the items.
12. Packing & forwarding : The RFR Booklets should be duly packed properly , tied- up into suitable bundles of 100 each to ensure safety of the contents so as to avoid loss or damage in transit.
13. Artwork will be the property of the ICHR (to be given to the ICHR in a CD by Printer).
14. Printing/Publishing Agencies in joint venture format cannot apply for the job.
15. Penalty for delay and mistakes: 5% penalty for every week's delay for left over job subject to a maximum of 10% of the total cost of job. Further, the ICHR reserves the right to terminate the job if the performance of the agency is not satisfactory or the delivery of the RFRs is delayed beyond 31<sup>st</sup> Mar 2016.
16. All the penalties, losses, shortages etc. shall be recoverable from the pending bills of the Printers.

**(Ramesh Yernagula)**  
**Deputy Director (Admn.)**

# INDIAN COUNCIL OF HISTORICAL RESEARCH

35, FERUZESHAH ROAD, NEW DELHI -110 001

Performa for submitting Quotations for designing and printing of RFR Booklets of the Council.

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Name of the firm -----  
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<b>Designing &amp; printing of RFRs of the Council</b>	<b>Rate (Write in words) quoted for the job (Inclusive of all taxes and all other charges)</b>
(Rate for each copy of RFR Booklet) As per Specifications, terms and Conditions mentioned	Rs.

Dated :

Place :

**(Signature of the authorised signatory)**

**Name & Address of the Firm /Printer**