

TERMS AND CONDITIONS

for

Printing of books



Maharashtra Prathamik
Shikshan Parishad, Mumbai

**MAHARASHTRA PRATHAMIK SHIKSHAN
PARISHAD**

Cost Rs.1,000/-

**Maharashtra Prathamik Shikshan Parishad,
Jawahar Balbhavan, Netaji Subhash Marg, Charni Road,
Mumbai-4**

Scope of Work :

Printing of Books.

Qualification Criteria :

- 1.** The Printer should be sole proprietary concern, partnership firm or company registered with the Registrar of Firms/Registrar of Companies wherever applicable and should have been in operation / existence for the last 5 years.
- 2.** The Printer should have undertaken Printing Jobs for Central Govt./ State Govt. and for institutions like Central Govt./ State Govt. and other Public Sector undertakings.
- 3.** The Printer should have undertaken three similar works in the last 3 years and the value of each work shall not be less than Rs. 15 lakhs per annum.
- 4.** The Printer should be an income-tax assessee having filed its Income Tax returns for the last three assessment years.
- 5.** The Printer should have achieved average annual turnover of not less than Rs. 200 lakhs per annum during the last three financial years ending 31.03.2009.
- 6.** The printer should be capable of delivering the printed material at PUNE within 15 days of Final Approval of Proofs by the Maharashtra Prathamik Shikshan Parishad, Mumbai. An undertaking to this effect needs to be submitted by the Printer, without which the offer will be rejected.
- 7.** The printing press should be equipped with colour offset printing machinery, automatic binding/paper cutting machines and computerized designing facilities etc.

How to apply :-

Application should be submitted in the prescribed form along with attested copies of the documents as stated in the application form. The last date for submission of completed Tenders along with the requisite documents is 05/03/2010 upto 12.00 hours. Only application of agencies that fulfill the qualification criteria would be considered by the Maharashtra Prathamik Shikshan Parishad. The State Project Director, Mumbai reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Addressed to :

**State Project Director
Maharashtra Prathamik Shikshan Parishad,
Jawahar Balbhavan, Netaji Subhash Marg, Charni Road,
Mumbai 400 004.**

Note : Copy of the application form will also be available from Maharashtra Prathamik Shikshan Parishad office at the address given above. Contact Telephone No.23636314 (Ext.205).

Application for Printing of Books.

- 1. Name of the Firm :**
- 2. Nature of Firm :
(Ltd., Co., Partnership etc.)
Attach copy of Partnership Deed/
Certification of
Incorporation**
- 3. Year of Establishment :**
- 4. Name of Director/Proprietor/Partners :
(With Address and Telephone Nos.)**
- 5. Registration No. if any/Trade License :
No.
(Attach Photocopy)**

6. **Registered Office** :
7. **Address for Communication** :
8. **Telephone No. of the Contact Person** :
(Mobile No., if any)
9. **Annual business turnover for last** :
three years
(2006-07, 2007-2008, 2008-2009
certified from auditor)
(Attach copy)
10. **Permanent Income Tax Account No.** :
11. **ST/CST No.** :
12. **Last Income Tax Clearance Certificate** :
(Attach Photocopy)
13. **Name of Bankers with Full Address** :
14. **Are you associated with Maharashtra** :
Prathamik Shikshan Parishad in any
other contract in the past? If yes,
give details :
15. **Are you having any contract with** :
Maharashtra Prathamik Shikshan
Parishad. If yes, give details
16. **Name of the Organization/ Institution** :
presently empanelled with, giving
details of the following
 - a. **Name of job** :
 - b. **Name of the Company** :
 - c. **Value of Contract** :

(Supporting documents to be attached as per the format enclosed duly signed by the Authorized Signatories of these organizations).

CERTIFICATE :

This is to certify that M/s. _____ awarded the contract for printing of Rs. _____ was on our Panel as Printing Agency since _____. The dealings of the said firm with us is satisfactory.

Name & Designation of the Signatory
(Duly supported by the rubber stamp of the institution)

- 17.** Details of Experience :
(With photocopies of work orders for last three years)
- 18.** Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, Please furnish the name of the contract, employer, nature of work, contract value, work order and date and brief details of litigation.
- 19.** Any other information which you like to add

I/We do hereby certify that the information as provided above is correct and are true in all respects. In case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Maharashtra Prathamik Shikshan Parishad, Mumbai.

SIGNATURE :

NAME :

FIRMS NAME :

SEAL :

ADDRESS :

DATE :

**Instructions to the Applicants for furnishing
Information**

1. If the service provided by the Printer is found to be unsatisfactory or if at any time it is found that the information provided is false, Maharashtra Prathamik Shikshan Parishad reserves the right to cancel the order if awarded.
2. Intending applicants are required to submit their full details about their organization, experience, technical personnel in their organization, spare capacity, competence and adequate evidence of their financial standing etc. in the specified form which will be kept confidential.
3. While deciding upon the selection of Printer great emphasis will be given on the ability and competence of applicants to do good quality works with in the specified time schedule and in close co-ordination with other agencies.
4. Decision of the State Project Director, Maharashtra Prathamik Shikshan Parishad, Mumbai in regard to selection of Printer for issue of contract will be final. The Maharashtra Prathamik Shikshan Parishad is not bound to assign any reason thereof.
5. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/ Power of Attorney to do so.
6. If the space in the proforma is sufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating therein the part of the proforma and serial number. Separate sheet shall be used for each part.
7. Any letter or document accompanying the Qualification form shall be submitted in duplicate.
8. Application received late and/or incomplete in any respect or not accompanied by prescribed documents are liable to be rejected. Applicant will be ensure that the application reaches the

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Maharashtra Prathamik Shikshan Parishad on or before the due date and time. Maharashtra Prathamik Shikshan Parishad is not responsible for non-receipt of applications within the specified date and time due to any reason including postal delays. Applications containing false and/or inadequate information are also be liable for rejection.

- 9.** While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually done.
- 10.** Clarifications, if any, required may be obtained from the Procurement Officer, Maharashtra Prathamik Shikshan Parishad, Mumbai, Tel Ph. No.23636314 (Extn.205).
- 11.** The successful Printer will have to submit security Deposit @ 5% of contract value in the form of Demand Draft is favour of State Project Director, Maharashtra Prathamik Shikshan Parishad, Mumbai, with in 3 days of issue of order.

Annexure - A
Schedule of Requirements (SOR) for printing and supply Book
यशोगाथा २०१०

1. Specifications :

- (1.1) Print Script - Marathi
(1.2) Size of Book - 8.25" X 11".
(1.3) No. of Pages - 44 pages + 2 single Pages, Cover 4 pages
(No. of pages may increase + 4/decrease - 4).
(1.4) Cover - Cover pages Four colour.
(1.5) Text - Black colour.
(1.6) Printing - Both Sides
(1.7) Quantity required - 29,341 (Twenty Nine Thousand Three Hundred
Forty One only) Books (5% + -).

2. Type of Paper :

- (2.1) Cover pages - White Art papers – 200 Gsm.
(2.2) Text pages - Maplitho – 70 Gsm (White).

Note :- Sample sheet (Atleast A-4 size) of paper proposed to be used for printing should be enclosed alongwith quotation, otherwise the quotation will be treated as invalid and will not be considered for evaluation & award of contract.

3. Scope of services from printer include the following :

- (3.1) Use of Paper for this printing job as per specifications mentioned above.
(3.2) The printer will be provided DTP of the text in hard and soft copy. The DTP of the book prepared by the printer will be checked 3 times (maximum) by the proof reader on the rate contract of the Parishad. The corrections shown by the proof reader should be carried out immediately and corrected copy should be returned to proof reader for checking through MPSP. The work of preparing DTP, getting it checked from Proof Reader and providing two proof copies of the book for approval before final printing. This work should be

completed within 15 days from the date of work order including the period required by the proof reader for checking and suggesting corrections.

(3.3) Final printing should be undertaken as per work order only after the proof copy is approved by Maharashtra Prathamik Shikshan Parishad, Mumbai.

(3.4) Binding of book with center pinning at two location.

4. **Price :** The Book will contain approximately 52 pages with cover. The printer should however quote all inclusive total cost excluding octroi for printing of 29,341 copies of the Book taking into consideration number of pages mentioned above and also quote per page rate of printing separately which will enable MPSP to increase or reduce the proportionate amount from the total cost communicated by the printer in case of estimated number of pages increase or decrease. Blank pages if any will also be counted for payment. Hence, price should be quoted in the prescribed Proforma marked as Annexure-A only which should be valid for atleast 90 days from the last date of submission of quotations otherwise quotation will be treated as invalid. The price quoted should be inclusive of taxes/ duties and other incidental charges **except octroi**. The octroi exemption certificate will be provided to the successful printer alongwith work order.

5. Art work of the cover page will be done by Maharashtra Prathamik Shikshan Parishad. The printer will however modify the same if required as per written or verbal suggestions from Maharashtra Prathamik Shikshan Parishad, Mumbai.

6. **Delivery :** :- Delivery of all the printed material should be given to the Maharashtra Rajya Pathyapustak Nirmiti Abhyaskram Sanshodhan Mandal, (Balbharati) Senapati Bapat Marg, Pune office within 15 (fifteen) days from the date of final approval to the proof copy by MPSP, Mumbai. The Books should be wrapped in plastic or other good quality packing material and tied properly to avoid loss due to rain, water, handling, pilferage or any other reason during transit. Detailed instructions regarding packing, delivery etc. will be given to the successful printer alongwith work order.

7. In case of delay in supply, the supplier shall be liable to penalty @ 0.5% (half percent) per week on the total quotation cost for first four weeks and thereafter @ 1% (One percent) per week for two weeks. After six weeks delay the work order will be liable to be cancelled. For the purpose of calculating 'week' for levy of penalty, day's exceeding 4 days will be considered as a 'week'.

8. The Tenderer whose tender will be selected has to deposit 5% amount on work cost as a security deposit in the form of DD drawn in favour of State Project Director, MPSP, Mumbai of any Nationalized Bank.

9. **Payment** : Payment will be made on satisfactory supply and submission of an invoice with supporting documents viz. certificates of receipt of formats obtained from the consignee duly signed and stamped with date in the prescribed format (Annexure 'C'). Any deviation in completed job as compared to the SOR is liable to reduction in payment or total rejection of printed material at printers cost.

10. The last date for submission of tender will be **05/03/2010 till 12.00 hrs.**

11. The State Project Director reserves the right to cancel any or all the tender without assigning any reason therefore.

Annexure - A
A statement indicating total cost and per page rate of
printing of यशोगाथा २०१०

Item	No. of copies required	No. of pages of book	Total cost of printing of यशोगाथा २०१० as per specifications of SOR enclosed (Rs.)	Per page rate of printing in single colour only to modify the total cost mentioned under Col. No. 5 in case the No.of pages mentioned under Col. No. 4 are increased or decreased.(Rs.)
यशोगाथा 2010	29,341	52 pages with cover (44 pages + 2 single Pages, Cover 4 pages)		

**Signature of the authorized signatory
with rubber stamp**

Annexure B
Schedule of Requirements (SOR) for printing of Book
“विज्ञानप्रयोग पुस्तिका (स्वयंअध्ययन साहित्य पुस्तिका)”

Description of the printed material required and terms and conditions.

1. Specification -

- (1.1) Cut size - 24 X 16.5 cms.(9.5” x 6.5”)
- (1.2) No. of copies required - 29,341 The number of copies required is variable to 5% (+) or (-)
The number of copies Required is variable to 25% (+) or (-)
- (1.4) No. of pages - 124 approximately. Excluding cover pages. (14 Title pages + 110 Numbered pages.)
(No. of pages may increase +4/decrease -4)

2. Paper required for printing -

- (2.1) Cover pages - Sinar Royal Art Paper 210 GSM or Equivalent,
Multicolour printing on First & Last cover pages and other two pages blank,
The art work of the cover pages will be given by MPSP. The printer will modify the same if required as per MPSP’s suggestions.
- (2.2) Inner Pages (2.1) - Maplitho 80 GSM (Snow white),
Multi Colour printing on 35 pages i.e. picture and in one colour (Black) on remaining pages.
- (2.3) Binding - The photographs and pictures to be printed on cover pages and inner pages will be provided to the successful printer in soft copy. The printer will reduce or enlarge the photographs for printing at appropriate sizes/places.

3. Services required to be provided by the printer -

- (3.1) Providing paper required for printing.
- (3.2) Binding with centre or side pinning and cover pasting.

(3.3) 4 colour pictures & Running Matter pages with pagelayout CD will be provided by MPSP. The DTP of the book prepared by the printer will be checked 3 times (maximum) by the proof reader on the rate contract of the Parishad. The corrections shown by the proof reader should be carried out immediately and corrected copy should be returned to proof reader for checking through MPSP. The work of preparing DTP, getting it checked from Proof Reader and providing two proof copies of the book for approval before final printing. This work should be completed within 15 days from the date of work order including the period required by the proof reader for checking and suggesting corrections.

(3.4) Final printing should be undertaken as per work order only after the proof copy is approved by Maharashtra Prathamik Shikshan Parishad, Mumbai.

4. Price - The Book will contain approximately 124 pages. The printer should however quote all inclusive total cost excluding octroi for printing of 29,341 copies of the Book taking into consideration number of pages mentioned above and also quote per page rate of printing separately which will enable MPSP to increase or reduce the proportionate amount from the total cost communicated by the printer in case of estimated number of pages increase or decrease. Blank pages if any will also be counted for payment. Hence, price should be quoted in the prescribed Proforma marked as Annexure-B only which should be valid for atleast 90 days from the last date of submission of quotations otherwise quotation will be treated as invalid. The price quoted should be inclusive of taxes/ duties and other incidental charges **except octroi**. The octroi exemption certificate will be provided to the successful printer alongwith work order.

5. Art work of the cover page will be done by Maharashtra Prathamik Shikshan Parishad. The printer will however modify the same if required as per written or verbal suggestions from Maharashtra Prathamik Shikshan Parishad, Mumbai.

6. Delivery :- Delivery of all the printed material should be given to the Bal Bharti, Pune offices within 15 (fifteen) days from the date of final approval to the proof copy by MPSP, Mumbai. The Books should be wrapped in plastic or other good quality packing

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material and tied properly to avoid loss due to rain, water, handling, pilferage or any other reason during transit. Detailed instructions regarding packing, delivery etc. will be given to the successful printer alongwith work order.

7. In case of delay in supply, the supplier shall be liable to penalty @ 0.5% (half percent) per week on the total quotation cost for first four weeks and thereafter @ 1% (One percent) per week for two weeks. After six weeks delay the work order will be liable to be cancelled. For the purpose of calculating 'week' for levy of penalty, day's exceeding 4 days will be considered as a 'week'.

8. The Tenderer whose tender will be selected has to deposit 5% amount on work cost as a security deposit in the form of DD drawn in favour of State Project Director, MPSP, Mumbai of any Nationalized Bank.

9. **Payment** : Payment will be made on satisfactory supply and submission of an invoice with supporting documents viz. certificates of receipt of formats obtained from the consignee duly signed and stamped with date in the prescribed format (Annexure 'C'). Any deviation in completed job as compared to the SOR is liable to reduction in payment or total rejection of printed material at printers cost.

10. The last date for submission of tender will be **05/03/2010 till 12.00 hrs.**

11. The State Project Director reserves the right to cancel any or all the tender without assigning any reason therefore.

Annexure-B

A statement indicating total cost and per page rate of printing of विज्ञान प्रयोग पुस्तिका (स्वयंअध्ययन साहित्य पुस्तिका)

Item	No. of copies required	No. of pages of book excluding cover pages	Total cost of printing of विज्ञान प्रयोग पुस्तिका (स्वयंअध्ययन साहित्य पुस्तिका) as per specifications of SOR enclosed (Rs.)	Per page rate of printing in single colour only to modify the total cost mentioned under Col. No. 5 in case the No.of pages mentioned under Col. No. 4 are increased or decreased.(Rs.)
विज्ञान प्रयोग पुस्तिका (स्वयंअध्ययन साहित्य पुस्तिका)	29,341	124		

**Signature of the authorized signatory
with rubber stamp**