



# राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविंद मार्ग, नई दिल्ली 110 016

## NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi 110 016

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E-mail nuepa@nuepa.org Website www.nuepa.org

By SPEED POST or By REGISTERED POST  
F No.13-10 /2021-22/Pub.

December 01, 2021

To,

**Subject: Invitation to Bid for Printing and Supply of the MODULES for Training on "Creating Conducive Learning Environment" -- Regarding**

Dear Sir,

The National Institute of Educational Planning and Administration, NIEPA, is an autonomous organization under Ministry of Education, Department of Higher Education, Government of India located at New Delhi. The Institute desires to bring out a set of Modules on above subject in English whose detailed specifications are given in the enclosed Tender Document.

You are requested to quote your lowest competitive rates for Designing, Printing, Production and Fabrication (inclusive of Paper Cost, Box Cost, other Materials Cost, Packing, Dispatch, Delivery to NIEPA/ NVS and all the taxes).

If you are interested to undertake the jobs, you may please send your sealed quotations to the following address ***strictly in the enclosed Proforma*** latest by **22.12.2021 (3.00 PM)**

### The Registrar

National Institute of Educational Planning and Administration  
17B, Sri Aurobindo Marg, New Delhi 110016

(Envelope containing quotation should be marked ---- Printing and Supply of the MODULES for Training on "Creating Conducive Learning Environment" & Last Date – 22.12.2021 and should be dropped in the Tender Box available in NIEPA Office Premises at Ground Floor.)

We look forward to your participation.

Thanking you,

Yours faithfully



(Sangeeta Angom)

Deputy Publication Officer (I/c)

(Tel: 26544875/872)

Encl.: Tender document for Printing and Supply of the Publication.



National Institute of Educational Planning and Administration  
17-B Sri Aurobindo Marg, New Delhi – 110016

## ***TENDER DOCUMENT***

Printing and Supply of the  
**MODULES for Training on “Creating Conducive Learning Environment”**

AT  
**NATIONAL INSTITUTE OF  
EDUCATIONAL PLANNING AND ADMINISTRATION  
NEW DELHI - 110016**

List of Documents:

1. Document - I : Tender Document with Terms & Conditions
2. Document - II : Specifications for the Publication
3. Document – III : Proforma for Price Bid for the Publication

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(Signature of Authorized Signatory  
with Company Seal)



***Invitation to bid***

1. Quotations are invited for printing and supply of the **MODULES for Training on “Creating Conducive Learning Environment”**. The Printer or printing contractor (hereafter referred to as “Firm” in this document) is required to submit Price Bid. The quotations in a sealed cover superscribed **“Quotations for Printing and Supply of MODULES for Training on “Creating Conducive Learning Environment”** should reach the Registrar, NIEPA, 17-B Sri Aurobindo Marg, New Delhi 110016 on or **before 22.12.2021 (upto 1500 hrs)**.
2. The Bids will be opened on the same day at **1530 hrs** in the presence of such bidders or their duly authorized representatives as may be present. As a token of acceptance of all the terms and conditions mentioned in this document, **the bidder is required to sign all pages of this document and return the same along with their bid**. Tenders of unsigned documents will be rejected.

***Description of the Work***

**1. Terms and Conditions**

- (a) **The quality of printing and production of the said publication should be of high standard. The use of CTP plates and printing with CPC printing machine is expected from the firm.**
- (b) The firm is also required to submit Ferro Proofs of the cover and text pages including Box and obtain approval from NIEPA before printing.
- (c) **The tender sent in other than the prescribed format will not be considered.**
- (d) NIEPA also reserves the right to allot the *whole work (i.e Designing, Production & Fabrication) or work in parts (ie Designing and Production & Fabrication separately)* of the above publications to one firm or two firms depending upon the lowest rates, equipment/infrastructure available with them or any other criteria which NIEPA may deem fit, without assigning any reason, whatsoever.

In case the work of Designing and Production & Fabrication are entrusted to two different firms, the designing firm would have to provide the final Soft copy in a CD/DVD to the Production Firm for direct outputting of text, cover pages and Paper Paster etc. The designing Firm is also supposed to be in liaison with the Printing Firm to fulfill all requirements for outputting and printing/Fabrication and also to resolve the technical issue (if any) etc.

**NIEPA also reserves the right to design the Covers, text pages and Paper Paster etc through its own in-house artist/graphic designer or through one of its empanelled designer or any other criteria which NIEPA may deem fit. In that case only production and Fabrication work will be allocated to the Production Firm.**

- (e) Each page of the bid submitted should be signed by the bidder.
- (f) The tender should be valid till the completion of the job.
- (g) In case printed copies are not delivered within the stipulated period, NIEPA reserves the right to cancel the order.
- (h) A very high quality with precision in work is expected from the Firm as it is a very prestigious government document of the Institute for mass distribution. At the state level.

***General Conditions***

1. The Institute reserves the right to accept or reject summarily any or all tenders in whole or in part without assigning any reason whatsoever, or increase or decrease of quantities of work and the successful tenderer shall perform the same at pro-rata on the rates quoted.
2. The Institute takes no responsibility for delay, loss or non-receipt of a tender after dispatch.

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### **Payment Terms and Condition**

After Printing and delivery of complete supplies of the publication, all the material including CDs (containing open files, fonts, Links, Charts, Photos, PDF files etc), Diagrams, Print Order Proofs, etc. are to be immediately returned to NIEPA. The payment would be made within 30 days from the date of submission of Bill (in triplicate duly pre-receipted, revenue stamped and with PAN) along with the Receipted copies of the Delivery Challans of the publication and a printed sample of the same. TDS, as applicable, will be deducted before making the payment.

The rates quoted by the Firm shall be inclusive of all the material and all taxes and levies applicable. No escalation of prices shall be permitted on any ground.

### **Time Schedule for the designing / Delivery of Copies by Printer**

1. The Maximum time limit for a designing firm to complete all the jobs (including the preparation of rough skates, visualization, preparation of sample cover and text pages for approval, formatting of all the covers, text pages and paper paster, showing the pages proofs to NIEPA (atleast 3 proofs), their necessary corrections and finalising the cover, text and paper Paster etc in every aspect and supply of CD/DVD for direct outputting may be upto 30 days only after receiving the final input material from NIEPA.
2. The Printer is supposed to show the Ferro Proofs of the Modules, Paper Paster for Box and dummy of Box for approval to NIEPA within **4 days** after receipt of complete matter/approval on final proofs for printing.
3. 10 (ten) advance sets containing all the seven printed Modules duly packed in the finished Box with paper paster on outside etc (also shrink wrapped), needed to be delivered to NIEPA for approval within **10 days** after receipt of the approval on Ferro Proofs.
4. The Printer is supposed to deliver balance copies within **7 days** time after approval of the Advance copies with following breakup:--
  - **1500 copies** to be delivered at **Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, NOIDA, Guatam Budh Nagar 201309.**
  - Balance Copies (490 copies) to be delivered at **NIEPA, 17-B Sri Aurobindo Marg, New Delhi 110016.**

After Printing and delivery of complete supplies of the publication, all the material including CDs/DVDs (containing open files, fonts, Links, Charts, Photos, PDF files etc), Diagrams, Print Order Proofs, etc. are to be immediately return to NIEPA, New Delhi.

### **Penalty**

At any point of time, incase the Institute feels that the Firm (s) are not able to handle the job and provide the services and quality (as specified) and not taking up job seriously in terms of time schedule and quality of services, the jobs may be withdrawn at any time after warnings to the Firm and there would be no compensation to be made to the Firm(s) for their involvement till that time.

### **Jurisdiction**

The courts at Delhi alone shall have the jurisdiction in any matter arising out of relating to this tender.

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**Specifications**

Name of the Publication		<b>MODULES for Training on “Creating Conducive Learning Environment”</b>
Finished size of the Modules		Booklet --- 8”x10”
No. of pages in each Module		<b>56 text pages (tentative) + Cover in each Module</b>
No. of Modules		<b>Seven (7)</b>
Fabrication		<p><u>Printed Paper Paster Hard Board Box :-</u> Closed Size 8.5” (W) x10.5” (L) x 1½”(H) approximate (for keeping seven modules inside) made from good quality Highly durable <b>Hard Board</b> at least <b>40 Ounces</b>, 100% recyclable and eco-friendly which should hold the weight of all the seven printed Modules. The Box may be closed with Flap having three Strong Magnets on both sides.</p> <p>{A sample of the Box is available for Reference in NIEPA Publication Unit (room no 313), NIEPA. <u>A rough sketch of the Box is also attached for reference of the bidders</u>}.</p>
Quantity		<b>2000 copies of each module duly packed in <u>Printed Paper Paster Hard Board Box</u> with specifications as above</b>
No. of Colours	Text	2+2 colours (Special Colour + Black colour)
	Cover	4+4 colours
	Paper Paster for Outer side of the Box	4+0 colours
Lamination		<p><u>Cover:-</u> Matt finish lamination on outer side of the cover of each Module</p> <p><u>Paper Paster for Box:-</u> Matt lamination on outer Side</p>
Paper / Card	Text	Sunshine Super Printing Paper (95 GSM) (Please ensure there is no See-through at the back side of the printed sheet)
	Cover	Magnostar with suitable gloss or good quality art card for Cover (300 GSM)
	Paper Paster for Box	<p><b>Outer side –</b> Multi-colour Paper Paster Wrapping of the outer side of the Box would be printed on the Magnostar Art Paper with suitable Matt finish or good quality art paper (100 GSM) with Matt lamination</p> <p><b>Inside –</b> Wrapping of the Inner side of the Box would be with good quality Art Paper (80 GSM) plain white paper without printing.</p>
Process of Printing		Offset Printing

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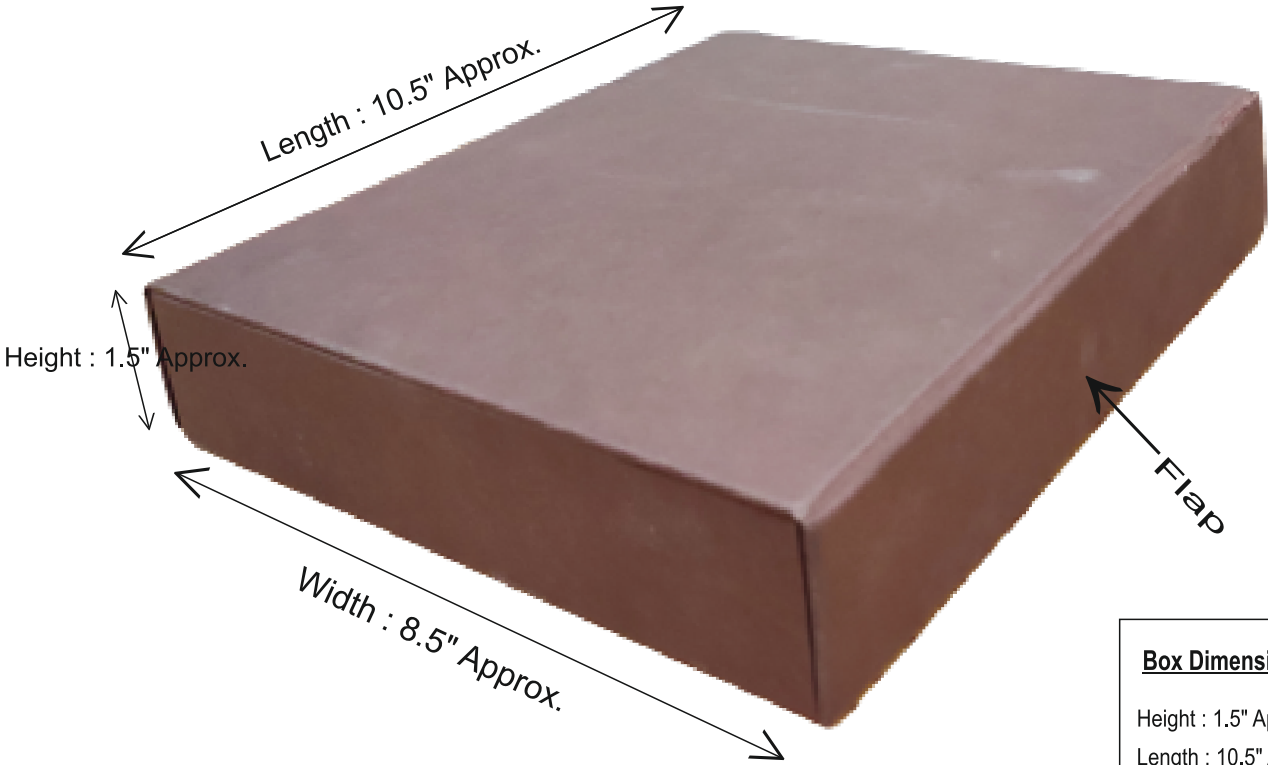


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Type of Binding	Section Sewn Binding with Cover Pasting by Machine of each Module with Cover Creasing
Photos	A good number of photographs, Diagrams, Figures may be in the text, which requires high quality printing
Packing	Box containing all the seven modules should be Shrink wrapped (with bio-degradable material) and five such boxes should be packed in each bundle.
Delivery of copies	<ul style="list-style-type: none"><li>• <b>1500 copies</b> to be delivered at <b>Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, NOIDA, Guatam Budh Nagar 201309 (U.P.)</b>.</li><li>• Balance Copies to be delivered at <b>NIEPA, 17-B Sri Aurobindo Marg, New Delhi 110016</b>.</li></ul>

(Signature of Authorized Signatory  
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# Box Dimensions and Specifications



A

**Box Dimensions & Specifications**

Height : 1.5" Approx.  
Length : 10.5" Approx.  
Width : 8.5" Approx.  
Flap : 2" approx, with Magnets (6)  
as mentioned in image B

- Printed Sheet will be paste on outer side of the box
- Plain white will be paste on inner side of the box



Magnets

B



Height : 1.5" Approx.

C



**Documents to be attached with the Tender by the firms**

1. Copy of the Tender document -- duly signed all the pages with company seal.
2. Price Bid (Duly signed and Stamped)
3. Paper/ Card/ Hard Board Samples to be used by the firm in this job.
4. The Profile of the Designer/ Printer/Firm.
5. Copy of the PAN Card
6. Copy of the TIN number
7. Sample designs of the Cover/ Inside text pages showing the concept and creativity of the Designer/ Printer/Firm.

Last three years Income Tax Clearance Certificate

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**Document III**

**Price Bid**

Proforma for Quoting Rates for Designing, Printing, Fabrication of Box and Supply of the Publication entitled **MODULES** for Training on “**Creating Conducive Learning Environment**”

(Please refer to the **Document No I** for Terms and Conditions and **Document No II** for detailed Specifications of the MODULES before quoting the rates)

S.No.	Details	PRINT ORDER – 2000 copies
<b>Cost of Designing and layout setting</b>		
1	<b>Total Cost of Designing and layout setting of Covers and Text pages and also the designing of the Paper Paster for outside of the Packing Box</b>	₹ _____
	<b>GST or any other tax (if any)</b>	₹ _____
	<b>Total Cost of Designing and layout setting</b>	₹ _____ (in words----- -----)
	Cost of Additional/ Reduced four text Pages designing (inclusive of GST)	₹ _____
<b>Cost of Production and Fabrication of Box</b>		
2	<b>Total Cost of Outputting, Printing, Production, Fabrication of Box and supply of the Modules</b> (CD/DVD outputting and CTP Plate-making, CPC Printing, Cost of Paper and Card, Hard Board Box/ Material, Binding, and Shrink Wrapped Packing in biodegradable material and Delivery at Navodaya Vidyalaya Samiti and NIEPA )	₹ _____
	<b>GST or any other tax (if any)</b>	₹ _____
	<b>Total Cost of Production and Fabrication</b>	₹ _____ (in words----- -----)
	Cost of Additional/ Reduced four text Pages (inclusive of GST)	₹ _____

All the terms and conditions mentioned in the tender document are acceptable to us.

Signature

Name of the Signatory and Aadhar Number

Mobile Number/Phone Numbers

Email

PAN/TIN Number of the Firm

\_\_\_\_\_  
(Signature of Authorized Signatory  
with Company Seal)