



National Power Training Institute

An ISO 9001: 2000 & ISO 14001: 2004 Organization
(Ministry of Power, Govt. of India)

TENDER DOCUMENT

Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad

Tender Enquiry No. : NPTI/CO/Purch/T-20/Printers/2014

Dated:-

NPTI Complex, Sector-33, Faridabad – 121 003

Phone No. 0129-2275448

Fax No. 0129-2277412

Website: www.npti.in

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**SECTION-1
LETTER OF INVITATION**

LETTER OF INVITATION

Tender Enquiry No. : NPTI/CO/Purch/T-20/Printers /2014

Dated:

To

Subject: - Empanelment of Agencies for Printing Jobs in NPTI (CO), Sector-33, Faridabad -reg.

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites bids for Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad.
2. The Tender Documents include the following:
 1. Section 1 - Letter of Invitation
 2. Section 2 - Notice Inviting Tender
 3. Section 3 - Instruction to Bidders
 4. Section 4 - Conditions of Contract
 5. Section 5 - Scope of Work
 6. Section 6 - Pre-qualification Bid
 7. Section 7 - Financial Bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad, up to 2.30 PM of 30.04.2014 and shall be opened on the same day at 3.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

(S.N. Pandey)
A.P. (Purchase)
TeleFax No: 0129-2275448
E-mail: snpandey@npti.in

SECTION-2
NOTICE INVITING TENDER

NOTICE INVITING TENDER



Advt. No. Purchase/14/01
NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India) NPTI
Complex, Sector – 33, Faridabad-03
Tel. No: 0129-2275448

Sealed Tenders are invited for the following

1. **Empanelment of Agencies for Printing Jobs in NPTI (CO), Sector-33, Faridabad** (Last date for submission of tender is 30.04.2014 up to 2.30 PM)
2. **Annual Maintenance Contract for Air-conditioning System of NPTI CO, Sector-33, Faridabad** (Last date for submission of tender is 30.04.2014 up to 3.30 PM)

For details please refer our website www.npti.in or www.tenders.gov.in.

**S.N. Pandey
A.P. (Purchase)**

FOUR DECADES OF SERVICE TO THE POWER SECTOR

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Tele Fax No. 0129-2275448
Website: www.npti.in

DOMESTIC COMPETITIVE BIDDING
(Through call of open Tenders)

TENDER ENQUIRY NO. NPTI/CO/Purch/T-20/Printers/2014

Dated:

Name of Work	Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad
Estimated Value of Work	₹ 60 Lakhs/-
EMD	₹ 30000/-
Date of Issue of Tender Document	31.03.2014
Last Date & Time for receipt of Bid	30.04.2014 up to 2.30 PM
Time and Date of Opening of Bid	30.04.2014 at 3.00 PM
Place of Opening of Bid	NPTI (CO), Faridabad
Officers from whom the tender documents can be obtained.	A.P. (Purchase), NPTI, Faridabad
To whom the tender documents can be submitted.	Bids shall be sent to A.P. (Purchase) NPTI (CO), Faridabad or may be dropped in the Tender Box within due date and time
Cost of Bid Document	₹500/- (non refundable)
Tenders addressed to	A.P. (Purchase), NPTI, Sector – 33, Faridabad.

Note:

- 1(a) The bid documents can be obtained from A.P. (Purchase), NPTI (Corporate Office), Faridabad from 31.03.2014 to 30.04.2014 on working days on payment of ₹500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque or by Cash deposited to Accounts Section.
- 1(b) The bid documents can be downloaded from NPTI's website www.npti.in / www.tenders.gov.in and in such case, the bidder should enclose Demand Draft / Bankers cheque amounting to ₹500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD in the envelope superscribed as "Pre-Qualification Bid".

1(c) The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad

(S.N. Pandey)
A.P. (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

**SECTION-3
INSTRUCTION TO BIDDERS**

INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Human Resource Development in Power Sector for the past four decades. NPTI invites 'Sealed Bids' for Empanelment of Agencies for Printing Jobs in NPTI (CO), Sector-33, Faridabad.
- 2.0** The bids are to be submitted in two parts - one sealed envelope superscribed as '**Pre-qualification bid**' giving details in the format given as per **Section – 6** and the second sealed envelope superscribed as '**Financial Bid**' in the format given at **Section - 7**. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**Bid for Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad**' and not to be opened before **15.00 Hrs on 30.04.2014**. The bid shall be signed by a person duly authorized on behalf of the Agencies for Printing Jobs and shall be dropped in the Tender Box placed at NPTI Office premises at NPTI Complex, Sector-33, Faridabad-121003, Haryana.
- 3.0** The sealed proposal shall be received by NPTI up to the due date given and any proposal received after the prescribed deadline shall not be considered. The Pre-qualification proposal will be opened on the same date in the presence of the representatives of the firms present. **Date of opening of financial proposal of such firms who meets the prescribed Pre-qualification criteria will be notified separately.**
- 4.0** ₹30000/- (Rupees Thirty Thousand Only) as earnest money should accompany in the form of bank draft / banker's cheque in favour of NPTI payable on any scheduled bank payable at Faridabad along with Pre-qualification bid.
- 5.0** Bids not accompanied with the requisite amount of EMD shall not be considered and price bid of such bidders shall not be opened.
- 6.0** No interest shall be payable by NPTI on EMD.
- 7.0** EMDs of all the bidders shall be returned after finalization of contract. NPTI reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is found to have misrepresented the facts or has provided false information/documentation.

- 8.0** Time is the essence of the contract and bidder shall complete all the activities within the time prescribed, failing which NPTI reserves the right to terminate the contract.
- 9.0** NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
- 10.0** Bids shall be valid for acceptance for a period of 180 days from the date of opening.
- 11.0** The bidder has to maintain the quality of work and the work shall be executed / completed to the entire satisfaction of NPTI. NPTI reserves the right to award the work in full or in part as per the decision of the competent authority.
- 12.0** NPTI is not responsible for any postal delay in receipt of the application. Receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is received in time.
- 13.0** The contractor has to inform contact Telephone No., Fax No., E-mail etc. and the person to be contacted in case of contingency.

14.0 CONCILIATION/ ARBITRATION

- 14.1** If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.
- 14.2** In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled as per Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 14.3** The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 14.4** The arbitrator will give the speaking and the reasoned Award.

15.0 FORCE MAJEURE

The terms and conditions mentioned in this inquiry letter shall be subject to Force Majeure which mean and shall include the following –

- i) Any war or hostilities
- ii) Any riot or civil commotion

iii) Any earthquake, flood, tempest, lighting or other natural physical disaster impossibility of the use of any Railway, Post, Airport, Shipping services or other means of transport.

iv) Any strike or lockout (only those exceeding 10 continuous days in duration) affecting the performance of contractor's / NPTI obligation.

16.0 TERMS OF PAYMENT

100% payment shall be released after successful completion of the work. Bill is to be submitted by the contractor to Principal Director (Purchase) at Corporate Office Faridabad, after successful completion of the work. The payment will be released by Corporate Office, Faridabad within one month of submission of bill and TDS will be deducted as per rule.

17.0 CONTRACT PERFORMANCE GUARANTEE

The successful bidder shall furnish a performance guarantee for an amount of Rs. 1,00,000 (One Lakh only) within 15 calendar days from the date of acceptance of the bid and should be initially valid till two years and 3 months from the date of letter of awards (LoA) in due fulfillment of contract. The format for submission of BG is attached at **Appendix-1B**.

18.0 AWARD OF CONTRACT

18.1 The bids will be first evaluated on the parameters indicated in QR. Financial bids of such bidders who meet the qualifying requirements shall be opened. NPTI proposes to empanel three agencies. The Letter of Award shall be issued to technically and commercially responsive lowest evaluated bidder. The sum total of all items shall be calculated and the bidders will be arranged in the order of the ascending rates on the basis of sum total of all items. Lowest rate for each item shall be determined on the basis of lowest rates quoted by all qualified bidders. Thereafter the first 03 bidders shall be asked to match the lowest rate of each item. Any intermediate bidder who does not agree to the lowest rate of each item shall not be considered and chance will be offered to the next bidder in sequence.

18.2 The contract will be awarded for a period of 02 (Two) years extendable for another one year based on the satisfactory performance of the firm and on acceptance of same terms and conditions.

19.0 QUALIFYING REQUIREMENTS FOR BIDDERS

Sr. No	Description	Documents to be attached
1.	The Agency should have Income Tax PAN No.	Attach copy of PAN card
2.	The Agency should have TIN No.	Attach copy of Registration certificate
3.	The bidder should have been in operation for a period of at least 3 years.	Attach copy of Incorporation Certificate /copy of the partnership deed/instrument of Partnership.
4.	<p>The bidder should have at least three years experience in providing similar works/services in reputed organization including at least one of PSU/Govt. Deptt. with:-</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p>	Attach copy of Completion Certificate
5.	Bidder should have average annual Financial turnover during the last 3 years, ending 31 st March of the previous financial year, should be at least Rs. 18.00 Lakhs.	Attach copy of Balance Sheet for last 3 years.

ADDRESS FOR SUBMISSION OF BID;

S.N. Pandey

A.P. (Purchase)

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector –33, Faridabad – 121 003

INDIA Telefax: 0129-2275448

SECTION-4
CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

1.0 EVALUATION OF BIDS

1.1 National Power Training Institute will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.

1.2 NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

2.0 LIQUIDATED DAMAGES

In the event of delay (attributable to the supplier) in supply of printed material beyond stipulated period of delivery, the printer shall be liable to pay penalty at the rate of 1% per week with maximum of 5 % of the total value of order of the particular job assigned.

3.0 DEDUCTIONS FOR EXCEPTIONS

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the printer by NPTI in writing:

- | | |
|--|----|
| i) Not properly carrying out the jobs as per proof given. | 1% |
| ii) Not properly carrying out the job in clarity of printing | 1% |
| iii) Not properly carrying out the job in clarity in photo | 1% |

4.0 RATES AND PRICES

4.1 Bidders should quote the rates in the format given at Section-7. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

4.2 The rates have to be quoted both in figure and in words, in case if there is any ambiguity the rate in words will be considered.

4.3 The rates quoted shall be full and final and shall be valid for a contract period of two years initially and for extended period if any.

- 4.4** All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 4.5** No additional freight or any other charges, etc. would be payable.
- 4.6** The agency has to provide soft copy in Word format, PDF format and Corel Draw format of the material after printing to NPTI.
- 4.7** Wastage, cutting etc. if any will be taken care of by the Printer and NPTI shall not pay any amount in this regard.

**SECTION-5
SCOPE OF WORK**

1.0 SCOPE OF WORK

The scope of work includes the following:

1. Composing by laser type setting
2. Page Making and Laser Print Out
3. Designing with coloured Print Out
4. Processing of Negative/Positive
5. Plate Making
6. Scanning
7. Binding
8. Printing of Books
9. Printing of Manuals
10. Printing of Envelops
11. Photocopy
12. Typing Work
13. Printing of Letter Heads
14. Printing of Brochure
15. Printing of Green Sheets

SECTION-6
PRE-QUALIFICATION BID
(CONTENTS OF ENVELOPE - 1)

BID SUBMISSION FORM

Ref. No
From: [Name, address and telephone nos. of the bidder]

Dated:

To,
A.P. (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

Subject: Submission of Pre-qualification Bid for Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad – reg.

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/T-20/Printers/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

GENERAL PARTICULARS/ DETAILS OF THE FIRM

Sr. No.	Particulars	Details to be filled up by the Bidder
1.	Name of Agency	
2.	Type - Individual/Partnership/ Public limited / Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department):	
3.	Name of contact person of the Agency	
4.	Designation of the contact person of the Agency	
5.	Contact details of contact person of the Agency	
	(i). Mobile Number	
	(ii). Landline Number	
	(iii). Fax Number	
	(iv). Email Address	
6.	Details of EMD / BG	
	i) DD / BG No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank	
7.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank (in case of DD)	

Signature with stamp _____

Date _____

Full Name _____

Address _____

6.	Experience of similar nature work in the field during last three years					
Sr. No.	Name of work	Name of the client	Cost (in Rs.) Lakh	Date of commencement	Date of completion	Remarks

Signature with stamp _____

Date _____

Full Name _____

Address _____

Note: - Bidders not submitting the above information / documents at first instance run the risk of rejection.

SECTION-7

**FINANCIAL BID
(Contents of Envelope -2)**

BID SUBMISSION FORM

Ref. No
From: [Name, address and telephone nos. of the bidder]

Dated:

To,
A.P. (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

Subject: Submission of Financial Bid for Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad –reg.

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/T-20/Printers/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Bidder:
Address:
Telephone (Office):
Telephone (Mobile):
Fax:
Email:

PRINTING JOB - FINANCIAL BID

1. Cost of Paper (500 Sheets)

Cost of Paper (500 Sheets)	(In Words)	(In Figure)
a) Indian Art Paper (90 GSM)		
A4		
A3		
Size 9.5"x7.25"		
b) Imported Art Paper		
i) 170 GSM		
A4		
A3		
Size 9.5"x7.25"		
ii) 130 GSM		
A4		
A3		
Size 9.5"x7.25"		
iii) 100 GSM		
A4		
A3		
Size 9.5"x7.25"		
iv) 90 GSM		

A4		
A3		
Size 9.5"x7.25"		
c) Sunshine Super Print		
i) 120 GSM		
A4		
A3		
Size 9.5"x7.25"		
ii) 95 GSM		
A4		
A3		
Size 9.5"x7.25"		
iii) 90 GSM		
A4		
A3		
Size 9.5"x7.25"		
iv) 80 GSM		
A4		

v)	A3		
	Size 9.5"x7.25"		
	70 GSM		
	A4		
	A3		
	Size 9.5"x7.25"		
	60 GSM		
	A4		
vi)	A3		
	Size 9.5"x7.25"		
	60 GSM		
	A4		
d) Maplitho	i)	95 GSM	
		A4	
		A3	
		Size 9.5"x7.25"	
	ii)	90 GSM	
		A4	
		A3	
		Size 9.5"x7.25"	
	iii)	80 GSM	

iv)	A4		
	A3		
	Size 9.5"x7.25"		
	70 GSM		
	A4		
	A3		
	Size 9.5"x7.25"		
	60 GSM		
	A4		
	A3		
	Size 9.5"x7.25"		
	e) Sinar Mass (Gloss/Matt)		
i)	170 GSM		
	A4		
	A3		
ii)	Size 9.5"x7.25"		
	135 GSM		
	A4		
iii)	A3		
	Size 9.5"x7.25"		
	100 GSM		

	A4		
	A3		
	Size 9.5"x7.25"		
iv)	90 GSM		
	A4		
	A3		
	Size 9.5"x7.25"		

2. Cost of Art Cards (per sheet)

Cost of Art Card (per Sheets)	(In Words)	(In Figure)
a) Imported Art Card		
i) 300 GSM		
A4		
A3		
Size 9.5"x7.25"		
ii) 250 GSM		
A4		
A3		
Size 9.5"x7.25"		
iii) 225 GSM		
A4		
A3		
Size 9.5"x7.25"		

b) Imported Art Card		
	i) 300 GSM	
	A4	
	A3	
	Size 9.5"x7.25"	
	ii) 250 GSM	
	A4	
	A3	
	Size 9.5"x7.25"	
	iii) 225 GSM	
	A4	
	A3	
Size 9.5"x7.25"		
c) Indian Art Card		
	i) 300 GSM	
	A4	
	A3	
	Size 9.5"x7.25"	
	ii) 250 GSM	
	A4	
	A3	

Size 9.5"x7.25"		
iii) 225 GSM		
A4		
A3		
Size 9.5"x7.25"		

Note: - *The bidders should quote the cost of furnished printed Art Card size. The above sizes are of printed book/manual/posters/brochure etc. and margins for cutting/finishing are extra, which bidders should estimate and include in their prices accordingly.

3. Separator

Separator	(In Words)	(In Figure)
a) Butter Paper (100 GSM)		
A4		
Size 9.5"x7.25"		
b) Coloured Maplitho		
i) 80 GSM		
A4		
Size 9.5"x7.25"		
ii) 70 GSM		
A4		
Size 9.5"x7.25"		

c) Pastel Paper i) 80 GSM A4 Size 9.5"x7.25" ii) 70 GSM A4 Size 9.5"x7.25"		
d) Transparency Sheet i) 100 micron A4 Size 9.5"x7.25" ii) 175 micron A4 Size 9.5"x7.25"		

4. Composing, Paper Making, Designing

Composing, Paper Making, Designing	(In Words)	(In Figure)
a. Composing by laser type setting including Page making in English (A-4 Size page)		
b. Composing by laser type setting including Page making in Hindi (A-4 Size page)		

c. Composing by laser type setting including Page making in Bilingual (A-4 Size page)		
d. Page making and laser print out only (Soft copy of composed material will be provided)		
e. Designing with coloured print out per page (A-4 Size)		
f. Composing by laser type setting including Page making in English (A-3 Size page)		
g. Composing by laser type setting including Page making in Hindi (A-3 Size page)		
h. Designing with coloured print out per page (A-3 Size)		
i. Composing by laser type setting including Page making in English (Size 9.5"x7.25")		
j. Composing by laser type setting including Page making in Hindi (Size 9.5"x7.25")		
k. Composing by laser type setting including Page making in Bilingual (Size 9.5"x7.25")		
l. Page making and laser print out only (Soft copy of composed material will be provided)		
m. Designing with coloured print out per page (Size 9.5"x7.25")		

5. Processing Charges (per sq. cm.)

Processing Charges (per sq. cm.)	(In Words)	(In Figure)
a) Single Colour (Negative)		
b) Single Colour (positive)		
c) Double Colour (positive)		
d) Four Colour (positive)		

6. Inputting / scanning charges of 4 colours photograph

Inputting / scanning charges of 4 colours photograph	(In Words)	(In Figure)
By Drum Scanner		
a) Minimum size (P.C.)		
b) Per Sq. Cm.		

7. Outputting per Sq. cm. In

Outputting per Sq. cm. In	(In Words)	(In Figure)
a) Single Colour		
b) Double Colour		
c) Four Colour		

8. Plate Making (Each set of 4 no. A-4 Size pages)

Plate Making (Each set of 4 no. A-4 Size pages)	(In Words)	(In Figure)
a) WICON Plate		
b) P.S. Plate		

9. Printing Charges

Printing Charges	(In Words)	(In Figure)
a) B/W WICON Plate (per plate per 1000 impressions)		
b) P.S. Plate (per colour per 1000 impressions)		

10. Digital Printing per Page (130 GSM)

Digital Printing per Page (130 GSM)	(In Words)	(In Figure)
A4		
Size 9.5"x7.25"		

11. Binding Charges

Binding Charges	(In Words)	(In Figure)
a) Ordinary/Normal Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
b) Perfect Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
c) Hard Bound Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		

iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
d) Spiral Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
e) Spico/Wiro Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		

12. Screen Printing

Screen Printing	(In Words)	(In Figure)
i) Letter head on executive bond paper (80 GSM) A-4 Size – per 100 sheets in Two Colour		
ii) Letter head on executive bond paper (80 GSM) A-4 Size – per 100 sheets in Four Colour		
iii) Visiting Cards (bilingual printing (both sides) with 2-colour logo-per 100 cards)		

13. Supply and Printing of Envelopes

Supply and Printing of Envelopes	(In Words)	(In Figure)
a) Closed envelopes of size 10" x 4 & ½" white Maplitho paper per 1000		
b) Closed envelopes of size 10" x 12" white Screened Printed in 2- colours – per 100		
c) Closed envelopes of size 10" x 12" brown Craft paper 100 GSM per 100 Screen printed in Single Colour		
d) Closed envelopes of size 10" x 8" brown Craft paper 100 GSM per 100 Screen printed in Single Colour		

14. Photo Copy Facility A4

Photo Copy Facility A4 (including Century/J K/BILT (Power) Sparkle/Hindustan Paper/Equivalent)	(In Words)	(In Figure)
a) White Paper		
Black & White Single Side		
Black & White Both side		
Photo Copy single side		
Photo Copy both side		
b) Colour Paper		
Photo Copy Single Side		
Photo Copy Both Side		
Coloured Photo Copy single side		
Coloured Photo Copy Both side		

15. Typing work A4

Typing work A4 (Single Spacing, Character size – 12.0” Left Margin – 1.5” Right Margin – 1” Top Margin – 1” Bottom Margin – 1”	(In Words)	(In Figure)
a) English		
b) Hindi		
c) Bilingual		

16. General

General	(In Words)	(In Figure)
i) Lamination per 100 Sq. Cm. (Gloss/Matt)		
ii) Thermal Lamination 100 Sq. Cm (Gloss/Matt)		
iii) Sales Tax / VAT (on paper) as applicable		
iv) Service Tax as applicable		

Signature with stamp _____

Date _____

Full Name _____

Address _____

PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE

Ref. No. _____

Dated: _____

Bank Guarantee No. _____

To,

National Power Training Institute
NPTI Complex, Sector-33
Faridabad – 121003, Haryana, India
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract
No.

_____ dated _____ (hereinafter called the Contract" which expression shall include all the amendments thereto) with M/s _____ having its registered /head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI having agreed that the Contractor shall furnish to NPTI a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank" , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ (in words) _____ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand made by NPTI on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that NPTI at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that NPTI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI against the said Contractor(s) and to forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NPTI or any indulgence by NPTI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ (Indian Rupees/ in Words) _____ and our guarantee shall remain in force until _____ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ day of _____ 2014 at _____

WITNESS NO 1

 (Signature)
 Full name and official
 Address (in legible letters)

 (Signature)
 Full name, designation
 Address (in legible letters) with

WITNESS NO. 2

 (Signature)
 Full name and official
 Address (in legible letters)

Attorney as per Power of
 Attorney No _____
 Dated _____