

Institute of Constitutional and Parliamentary Studies

18-21, VP House, Rafi Marg, New Delhi

26th February 2019

Terms & Conditions Governing Quotations for Printing of 2017 & 2018 Issues of Institute's Journals

1. Quotations are invited for printing of 2017 and 2018 issues of the two journals as per following requirements/ specifications:

No	Particulars	Details/ Specifications
i)	No. of copies	i) 200 & 1400 copies of English journal – rates to be quoted separately ii) 200 copies of Hindi journal
ii)	No. of Pages	Approx. 90 for English Journal Approx. 80 for Hindi Journal
iii)	Journal Size	6.25 inches * 9.5 inches
iv)	Cover pages	Art Card, 350 grm, Four colour, Laminated
v)	Text page	Natural shade, Maplitho paper 70gm, Black & White
vi)	Reprints	10 copies of each articles

2. Rates quoted for printing of journals should also include rates for (i) formatting/ page-setting and (ii) proof reading.
3. Rates for printing of the two journals should be indicated separately. Rates for printing of 200 and 1400 copies of English journal should also be quoted separately.
4. Changes in cost of printing, if any, due to increase/ decrease in number of pages of the journals may also be indicated in the quotations.
5. Quotations should also indicate the time period required for printing of the journal after placing the 'Print Order'.
6. Quotations in sealed cover and addressed to the Director of the Institute should reach us **latest by 04:00 pm on 5th March 2019 (Tuesday)**.
7. The bidders are also required to sign the "Declaration" given at the next page and to enclose it with the quotation.
8. Manuscripts are available in MS-Word files.
9. Quotations (i) not in sealed covers, (ii) received after the said time and date, (iii) not accompanying signed copy of the Declaration, and (iv) not as per specifications, will not be entertained.
10. Quotations found in order will be opened on 6th March 2019 at 3:00 pm in the Institute.
11. Institute reserves the right to cancel any or all the quotations without assigning any reason.

Copies of the previously published issues of journals may be seen at the Institute on any working day (Tuesday to Saturday) between 10:00 am to 4:00 pm.

- Director

Institute of Constitutional and Parliamentary Studies

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DECLARATION

The Director
Institute of Constitutional and Parliamentary Studies
18-21, Vithalbhai Patel House, Rafi Marg,
New Delhi-110001

Dear Sir,

I/ We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this Tender.

2. I/ we further undertake that none of the Proprietor/ Partners/ Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/ banned/ suspended business dealing. I/ we further undertake to report to the Institute of Constitutional and Parliamentary Studies, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partners/ Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Thanking you

Yours faithfully,

Date:

(Signature of the Bidder)

Name:

Designation with Seal of the Firm