



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल रोड, रूपनगर, पंजाब-140001/Nangal Road, Rupnagar, Punjab-140001

Ph. 01881-242193, e-mail: purchase@iitrpr.ac.in

No.947-17/IITRPR/PS/598

09.01.2019

M/s Capital Graphics
S.C.O. 133-135, Sector 17- C,
Chandigarh.

Subject: Empanelment of Agency for Printing Work for IIT Ropar.

Reference your bid against abovesaid tender. Director, IIT Ropar is pleased to empanel your agency for printing work of IIT Ropar initially for a period of 02 year w.e.f 09.01.2019. The contract is awarded subject to the following terms and conditions in addition to the terms & conditions mentioned in the tender document:-

1. Prices: You will be empanelled on the rates as per "Annexure- I".
2. Scope of work : The printers / publishers would be required to collect the soft copy of the file in word format. The work may be designed and printed based on specification given by IIT Ropar. Before printing any material it should be got approved from Publication Department , IIT Ropar. It also include Cover page printing, binding of the book and delivery to IIT Ropar is to be arranged by the printers at their cost.

3. Allotment of Work:

- i) You will be allotted the work as per "Annexure- II".
- ii) The work will be allocated after evaluating the art work on the basis of the following parameters:
 - a) Interpretation and the clarity of the theme to the viewer
 - b) Creativity and originality of the depicted theme.
 - c) Quality of artistic composition and overall design
 - d) Overall impression of the art

4. Print Quality: The overall designing, formatting, printing and binding etc. will be of the highest standard, not below the sample reports provided you and approved by the IIT Ropar.

5. Delivery: The printers / publishers shall be liable to collect the material for designing, formatting and printing from Publications Department , IIT Ropar and deliver the printed copies at their own expenses to IIT Ropar. The Reports will have to be printed within 10 days from the date of handing over of the soft copy. Please note that there should not be any delay in delivery of the reports, beyond the stipulated/ agreed time frame.

6. Penalty: If the Report(s) fail to meet the expected standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bill(s)/claims preferred for printing, at the sole discretion of the Director, IIT Ropar for default(s), even if a printed Report containing certain defects is accepted by IIT Ropar for unavoidable reasons. The penalty clause may also be invoked by the IIT Ropar at their discretion, in case the printers fail to deliver the copies with the agreed time frame. Penalty will be imposed at the rate of 1% per day up to maximum of 10% of the estimated cost of the work.

7. Bank Guarantee You have to tender an irrevocable Bank Guarantee of Rs.50,000/- (Rupees, Fifty Thousand only) from a Nationalized Bank valid up to period of empanelment plus 3 months within 7 days of acceptance of this offer. In the event of any loss or damage caused to or suffered or would be



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caused to or suffered by IIT Ropar by reason of any breach of the printer(s) / publishers of any of the terms or conditions of the agreement signed for printing of Reports, the Bank Guarantee shall be liable to be en-cashed by IIT Ropar.

8.Repeat Order Clause: The contract has a Repeat Order Clause, wherein IIT Ropar can order up to 50% quantity of the items under the present contract within six months from the date of successful completion of this contract, cost, terms & conditions remaining the same. It will be entirely the discretion of Director, IIT Ropar to place the Repeat order.

9.jurisdiction : In case of any dispute, jurisdiction of courts will be Ropar only.

Please acknowledge the receipt of this letter. You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above mentioned terms and conditions.

9/1/19
(Deputy Registrar)

Copy to: Sh. Sham Sunder, Deputy Registrar for information please.

ANNEXURE-I

Specification	M/s. Capital Graphics
Quarterly Newsletter 1. Size –Size: 27.5 cm x 21.5 cm 2. Color – Multi Colour (offset printing) 3. Paper - 170 gsm glossy paper 4. Total Number of Pages : 4 pages only Cost for 1000 Copies Cost for 2000 Copies Cost for 5000 Copies 5. Cost : For every 4 pages (increase or decrease)	6500 (6.50 each) 9000 (4.50 each) 22500 (4.50 each) 6.50 each
Annual Report (English) Cost for Digital Printing 1. Size –Size: 27.5 cm x 21.5 cm 2. Inside Pages : Multi Colour 170 gsm 3. Total Number of Pages : 100 4. Cover : 300 gsm Multi Colour with matt lamination 5. Binding – Perfect Binding 6. Number of copies – 200 7. Cost : For every 4 pages (increase or decrease)	91,000 (455 each) 20
Annual Report (Hindi) Cost for Digital Printing 1. Size –Size: 10.75" x 8.5" 2. Inside Pages : Multi Colour 170 gsm 3. Total Number of Pages : 100 4. Cover : 300 gsm Multi Colour with matt lamination 5. Binding – Perfect Binding 6. Number of copies – 100 7. Cost : For every 4 pages (increase or decrease)	55,000 (550 each) 20

Annual Accounts Report (Hindi/ English)

Cost for Digital Printing (landscape)

1. **Size**–Size: 21 cm x 27.5 cm
2. **Inside Pages**: Multi Colour 170 gsm
3. **Total Number of Pages**: 100 (Hindi+ English)
4. **Cover** : 300 gsm Multi Colour with matt lamination
5. **Binding** – Perfect Binding
6. **Number of copies** – 100
7. **Cost**: For every 4 pages (increase or decrease)

55,000 (550 each)
20

Size	Specification	M/s. Capital Graphics
Brochures and Pamphlets 2.5 x 18 cm (Centre pinning) 8 leaves brochure	1. Multi Colour on Foreign Art Paper/Card 300 Copies: 500 Copies: 1000 Copies: 2. Two Colours on Indian Art Paper 300 Copies: 500 Copies: 1000 Copies: Cost: For every 4 pages (increase or decrease)	15000 (50 each) 17500 (35 each) 21500 (21.50 each) 12000 (40 each) 17500 (35 each) 22000 (22 each) 8 each
Poster Size: A3	Printing : One side Color: Multicolor Paper: 170 gsm Art Paper Copies: 1500: 100 copies: 300 copies: 500 copies: 1000 copies:	1500 (15 each) 3600 (12 each) 6000 (12 each) 10,000(10 each)
Handbook (Size: 27.5 cm x 21.5 cm)	1. Multi colour cover: 300 gsm Foreign Art Card 2. Inner Pages: 130 gsm (approx. 80 pages) 3. Lamination : charges for multi color cover page 4. Binding: Perfect 5. Cost for Copies: 250 6. Cost: For every 4 pages (increase or decrease) double color	43750 (175 each) 8.75

Desktop Calendar (13 leaf) size: 15.5cm x 23cm	Plain Back Stand Board (Offset printing) Colour : Multicolour for 9 sheets (Back & Front) Binding : Wiro Binding Paper : 250 Gsm Art Cart Glossy Quantity: 700 copies	63000 (90 each)
Wall Calendar (Offset printing) (Size: 36.5 cm x 49 cm)	Paper : 170 Gsm Gloss Art Paper Color : Multi Color No. of Pages : 6 + 1 Introductory Page Binding : Wiro Binding with Wall Hanger Printing both side of the paper in Six Pages and one side in Introductory Page Quantity: 1000 copies Additional 100 copies	84000 (84 each)
Compact Disk (Read Only)	CD Label Printing (sticker) - Multicolor CD Pouch die cutting and multicolor printing 200: 500: 700:	2800 (14 each) 6000 (12 each) 7000 (10 each)
Printing of Banners	Charges for Designing, Printing and installation of banners on flex specifications : Rate for Sqft. With frame Rate for Sqft. Without frame	67 each 28 each
Visiting Cards 9.5 x 5.5 cm	Size of the banners Colour : 2 Colours Printing : (Both sides) English outside, flip side Hindi 100 Copies: 500 Copies: 1000 Copies:	168 (1.68 each) 750 (1.5 each) 1430 (1.43 each)

ANNEXURE- II

Name of the party	Address	Task which can be assigned
M/s Capital Graphics	SCO 133-135, Sec 17C, Chandigarh	All offset/Digital/UV Spot printing etc. (Quarterly Newsletter, Annual Report (English/Hindi), Annual Accounts Report (English/Hindi), Brochures, Pamphlets, Posters, Handbook (UG/PG) Desktop Calendar, Wall calendar, Compact Disk , Banners, Visiting cards, and others)