

## Annexure-I

1. Printers quoting for all or any of printing materials (Sl. I to IX.) should enclose the sample paper as per paper quality (GSM) mentioned in the technical specifications of each material.
2. The proofs will be shown by the selected party at the user department (EIS Cell), NCDC office. It may be necessary to redo the proofs many times before final printing. The first proof shall be submitted to us for verification within 3 days from the date of issue of order.
3. The order will be awarded for printing job with the lowest cost per unit from the technically qualified bidder. **As no subsequent cost negotiations will be done, the price quoted should be final.**
4. The order may be issued for a specific item or for the complete items during the year.
5. Finally printed materials should be delivered on or before within three weeks of the delivery period mentioned in supply order, failing which a penalty of 0.5% per week or part thereof subject to a maximum of 5% of the total order would be levied on the firm. Payment of penalty shall not relieve the firm of his delivery obligations under the order.
6. In case of delay on the part of NCDC in providing the approvals the time of delivery will be extended by equal number of days.
7. Quality work has to be arranged with proper binding and delivery.
8. Quality of paper should be exact to the specifications indicated in the quotation letter.
9. The rates quoted should be valid for 12 months at least. No request whatsoever for enhancement of rates will be acceded to within this period.
10. NCDC based on programme requirements could increase or decrease the order quantity. NCDC at its discretion may decide not to go ahead with some of the items listed in table above.
11. Goods must be properly packed and delivery made at our office at EIS Cell (Epidemiology Division), National Centre for Disease Control, 22, Samnath Marg, New Delhi, free of cartage. If the office finds that the materials supplied are not of the correct quality or not according to the specifications required by the office or received in damaged condition or otherwise not satisfactory owing to any reason of which the NCDC shall be the sole judge, the office reserves the right to reject the material or cancel the order.
12. In all cases of disputes the decision of the Director, NCDC shall be final and binding.
13. The supply order shall be deemed to have been entered into at Delhi and all causes of action in relation to the order will therefore, be deemed to have arisen within the Jurisdiction of Delhi Court.
14. The bills for the supply of material should be sent in triplicate duly pre-receipted.
15. The NCDC reserves the right to reject any or all quotations without assigning any reason whatsoever.

**PROFORMA (for quoting rates by the willing Printers)**

Sl. No.	Details	Total Quantity	Unit cost in INR (of each copy)		Total Cost (INR)	
			Words	Figures	Words	Figures
I.	NCDC Newsletter	3000				
II.	EIS Brochure	500				
III.	GDDIC Dockets	500				
IV.	EIS Dockets	1000				
V.	GDDIC Notebook	1000				
VI.	EIS based document (1)	800				
VII.	EIS based document (2)	800				
VIII.	EIS Compendium	300				
IX.	EIS Souvenir	200				
	Taxes, if any					
	Other charges, if any					
	<b>Total Annual Cost in INR</b>					

**Signature and seal of the bidder**