



**GGG IP UNIVERSITY**

**Invites**

**e-Tender for**

**EMPANELMENT OF PRINTING AGENCIES FOR VARIOUS PRINTING  
WORK**

**GGG IP UNIVERSITY, DELHI-110078**

## **GENERAL TERMS & CONDITIONS FOR EMPANELMENT OF PRINTING AGENCIES**

1. The GGS IP University intends to prepare a panel of printing agencies for designing & printing jobs. The panel would be valid for a period of three years in the first instance, which may further be extended on satisfactory performance.
2. Reputed Printing agencies experienced in conceptualizing, designing, printing of documents, etc. who have sound back-up for excellent designing, scanning, planning, etc. of publication of various descriptions/literature for black & white, multi color jobs and in bi - lingual are eligible to apply. For the e - tender already uploaded on the e - procurement portal of DNCTD. The last date of online submission of e - tender for the purpose is 17<sup>th</sup> august 2022. The printing & designing jobs broadly include designing and printing of in-house books, magazines, newsletters, brochures, reports, posters, pamphlets, letter heads, envelopes, visiting cards, greeting cards, files, folders, bags, scanning, silk screen printing, block-making, sticker making, badges making, ID cards pronging, file cover printing, book packet making, Library ticket printing and other allied jobs, etc. on the basis of modern facilities and standards available in the industry. However, size, GSM and quality of paper may vary depending on the requirement of the job. In case the paper is not provided by the University, required paper shall be arranged by the printing agencies as per the prescription of the University.
3. The Printing agencies will be required to provide services like processing, printing by offset process, lamination of main cover by matt/gloss, binding by center stitch/ section sewing/perfect binding process, etc. The requisite quantity/ quality of paper to be used for printing of text cover and illustrations are to be arranged by the interested agencies/printing agencies as per the information provided by the university in (Appendix-E).
4. The firm should be capable of undertaking the entire work and supplying the entire ordered job work to the satisfaction of GGS IP University. No sub contracts of the work either full or part to any other firm or person would be permissible.
5. **Parties:** The parties to the contract are the tendering firm and the GGS IP University.
6. **Eligibility criteria:**
  - a. The company should be in existence for at least three years (certificate of registration/incorporation should be enclosed).
  - b. The printing agency should have at least three years' experience in successfully handling similar nature of work.
  - c. The printing agency should have average annual turnover of at least Rs.25 Lakhs each during the previous three financial years i.e. 2018-19, 2019-20, 2020-21.
  - d. The printing agency should be on the approved panel of at least 2 reputed firms in Delhi, out of which at least one should be a central/ state Government organization or Public Sector

Undertaking.

- e. The printing agency should have full-fledged unit of their own for visual design facility, preparation of art work, proof reading, designing, composing, printing, translation in English, Hindi, etc.
- f. The printing agency should have its own printing facility in Delhi - NCR. The printing agency should fulfill the following minimum criteria of equipments/machines:

**i) Essential Equipment**

S.No.	Machines/Equipment	Minimum Size	Number
1	Computers (DTP System)		2
2	Computer to Plate(CTP)		1
3	<b>Sheet Fed Offset Printing Machines</b>		
a	4-Colour	20"X30"&above	1
b	1- Colour	23"X36"&above	1
4	Perfect Binder		1
5	Lamination Machine		1

**ii) Optional Equipment**

S.No.	Machines/Equipment	Minimum Size	Number
1	Digital Printing Machine/POD	10"x18"andabove	1
2	Image Setter		1
3	Gathering Machine		1
4	Case Making Machine		1
5	Shrink Packing Machine		1
6	Hard Case Line Machine		1
7	Scanners(Drum/flat-bed)		1
8	Folding machine		1
9	Section Sewing Machine		1
10	Stitching Machine		1
11	Generator		1
12	Lamination Machine and etc. required for the accomplishment of work		

- g. The Printing agency should have technically experienced personnel with experience in the field of designing, printing and binding.
- h. If the printing agency has different facilities located at different premises, the address of all the premises should be mentioned in the Technical Bid.
- i. The printing agency should have registration with state or local authorities for under taking the profession (copies of all such registrations to be enclosed).
- j. Copy of sales/ service tax registration (TIN No.) and PAN Number must be enclosed with the quotation.

- k. The printing agency applying for empanelment should furnish all the particulars as per **Appendix A**.
- l. The printing agency must have a **VAT/GST**.(attach Copy).
- m. The printing agency must be an **Income Tax Assessee**, having filed returns in the last three assessment years.(attach copies of return filed during the last three years).
- n. The printing agency should not have been placed in defaulter category/blacklisted by any Central/ State Govt. department.

**b. Scope of work:**

- a. The empanelment of printing agency shall be valid for 03 (three) years which may be extended for further period of 02 (two) years on annual extension basis subject to approval of the Competent Authority of the University
- b. The Printing agency is expected to handle complete design and print orders of books, magazines, pamphlets, flyers and any other publications as and when assigned and supply with proper packing at GGS IP University premises as per the specified deadline.
- c. The order may vary in number of title, language and copies of the print material for the following items which may be likely to be printed from time to time:-

**Offset printing jobs:-**

<b>S.No.</b>	<b>Name/Printing Jobs</b>
	<b>Paper Size 20"x30"/8, 23"x36"/8, 23"x36"/16</b>
<b>1.</b>	<b>Laser Composing</b>
a)	English
b)	Hindi
c)	Sanskrit
d)	Mathematics
e)	Commerce* ( Only Accounting and Statistical work )
f)	Punjabi
g)	Tamil
h)	Urdu
<b>2.</b>	<b>Offset Printing</b>
	a. Negative per Page,
	b. Plate Making/Per Colour /per plate
	Deep-etch
	PS
	Helio
	Winpon
	c. CTP Charges, Per Colour/ (Per Plate)
<b>3.</b>	<b>Printing of Text Per Colour Offset Machine</b>
	Subsequent 1000 copies

4.	<b>Printing of Text and Cover on Art Paper / Art Card</b> Colour printing/per colour/Per Page /1000
5.	<b>Color processing for cover</b>
	Line processing /col.
	Half line processing/col.
	Scanning/col.
	planning/col.
	Minimum scanning charges/col Additional up charges (colour printing)
6.	<b>BINDING</b>
	a) Paper back perfect binding (including paper folding, gathering, collating, trimming, cutting, end page pasting, and stitching)
	Up to 200
	201-400
	401-600
	601-800
	801-1200
	1201-1601
b) Folding, gathering, collating and trimming of 8 pages form or part thereof	
c) Wire stitching	
7.	Lamination
8.	Mat finish
9.	Cartage charges of Printed material
10.	Design / Diagram
	Preparation of each design / diagram ¼ page
	Preparation of each design/diagram ½ page

**11. Digital Printing - 12"x18" / 13"x19" (one side) 12"x18" / 13"x19" (both side)**

1. Single colour (with paper/card)
2. Multi colour (with paper/card)      —

**12. Extra Laser Print**

**13. COVER DESIGNING**

- 2 Rough layouts and final art work1 colour
- 2 colour
- 3 colour
- 4 colour

**14. Printouts on butter paper for plate making on**

**15. Packing in Kraft Paper: 1/8 size 1/4 size**

**16. Punching**

**17. (a) Perforation (straight)**

(b) Perforation on one part of the form per 1000 or part thereof

(c) Numbering (by Hand on sheet) with in bound book

- 18. (a) Numbering (by Hand) on forms**  
**(b) Numbering (by Hand) on books**

**19. Colour Processing: Minimum Size Scanning with Planning)**

- (i) Four colour
- (ii) For outputting

20. Printing on small mini offset machine
21. SILK SCREEN PRINTING Printing per colour:
- (i) Visiting cards (single side)
  - (ii) Visiting cards (both side)
  - (iii) Letterheads (only Header)
  - (iv) Letterheads (Header & Footer)
  - (v) Greeting cards (5"x7")
  - (vi) Invitation cards (5"x7")
22. BLOCK-MAKING
23. Badges
24. Identity card Cloth Folding  
Four color  
Plastic cover with printing PVC ID Card with printing
25. Stickers :
26. File covers with 2" cloth patti in centre
27. Book pocket
28. Book Tag
29. Library Ticket Plastic
30. Visiting card with digital printing (single/both side)
- a. Ivory
  - b. Handmade
  - c. Plastic
31. Volunteer Card (multi colour)
32. Card plastic cover each
- a. With dori without print
  - b. With print dori
33. Letter head with digital printing
34. Die embossing (seal)
35. Die embossing (degree)
36. Envelopes printing (Letter Press) Plain/ Window With cloth/Jali (Different sizes of envelopes)
- Pink - 4"x6"
  - Blue - 4"x6"
  - White plain - 11"x5" White window - 11"x5" Orange - 11"x5"
  - White plain - 9"x4" White window - 9"x4" Yellow with jali - 12"x6" Yellow with jali - 10"x12"
  - Yellow with lamination - 10"x12" Brown with jali - 12"x6"
37. Tabulation file board:
- a) 17"x22"
  - b) 24"x15½"
  - c) 17½"x16½"
  - d) 15"x30"
  - e) 14"x17"
  - f) 16½"x11½"
  - g) 13"x17½"
38. Alteration of old answer sheets which will include tearing off two old sheets and inserting two new sheets without paper:

## A) BINDING

Size	1/8 of 18 x 23	1/4 of 15 x 20	1/8 of 15 x 20	1/4 of 20 x 26	1/8 of 20 x 26	1/4 of 17 x 27	1/8 of 17 x 27	1/4 of 18 x 23
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1. Folding (8 pp.)
2. Folding (16 pp.)
3. Gathering (8 pp.)

4. Gathering (16 pp.)
5. Loose leaf gathering
6. Wire Stitching
7. Stapling (by hand)  
per 1000 stitches or part thereof
8. Hard/soft/spiral Binding per copy (including pasting of cover)
9. Section-sewing
10. Single sheet pasting
11. Cover Pasting
12. Cover Pasting with end papers
13. Case-making with full cloth (Zenda or Popline) binding without gold-tooling or silk-screen printing
14. Case-making with full Rexine
15. Gold-tooling or Silk-screen
16. Dust-jacket wrapping
17. Type high numbering Machine
18. Ruling  
Go-through 13" x 17"  
18" x 23"  
20" x 30"  
Stop :  
13" x 17"  
18" x 23"  
20" x 30"
19. Lamination  
(i) Gloss/Matt  
(ii) Thermal
20. Spiral Binding
21. Spico Binding

Size	1/8 of 15 x 20	1/4 of 15 x 20	1/8 of 20 x 26	1/4 of 20 x 26	1/8 of 17 x 27	1/4 of 17 x 27	1/8 of	1/4 of 18 x 23	18 x 23
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22. Pad Making
23. Kachchi Binding (Good quality cover on top and 14 ons gatta on bottom with cloth patti on side)
24. Pakki Kitab (24 ons gatta on both side & tor on one side & cloth binding with cover on top of the gatta)
25. Re-binding of books
26. Fancy Pads
27. Creasing charges per 1000 or part thereof Die-cutting
28. Binding of Miscellaneous Items to be bound with jean on spine & good quality raxine on top & bottom as per our specimen
  - A) Agenda Binding
  - B) Balance Sheet Binding
  - C) Enrolment List Binding

### Register binding with material

(Including ruling & numbering)

Size

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 8½x13    13½ x 17    10x 15    15x20    9x11½    11½ x18    18x13  
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29. Quarter Bound
  - 50 Folio or 100 pages
  - 100 Folio or 200 pages
  - 150 Folio or 300 pages

- 200 Folio or 400 pages
30. Full Cloth Bound
- 50 Folio or 100 pages
- 100 Folio or 200 pages
- 150 Folio or 300 pages
- 200 Folio or 400 pages
31. Half Leather Bound 50 Folio or 100 pages
- 100 Folio or 200 pages
- 150 Folio or 300 pages
- 200 Folio or 400 pages
32. Re-binding of Register
33. Indexing Charges

## **B) SPOILAGE FOR PRINTING & BINDING**

Offset & Silk Screen printing per colour

- i. For 100 Copies
- ii. For 101 to 500 copies
- iii. For 501 to 1000
- iv. For 1001 to 5000
- v. For 5001 onwards
- vi. Ruling -                      Folding -                      Wire-stitching -                      Numbering -

## **C) FLEX AND DIGITAL PRINTING**

<b>Item</b>
Flex (Ordinary) without wooden frame
Flex (Ordinary) with wooden frame
Flex (Ordinary) with Iron Frame
Flex (Star) without wooden frame
Flex (Star) with wooden frame
Flex (Star) with Iron Frame
Vinyl Pasting
Vinyl Posters
Standee (Star) with wooden stand and frame
Standee (Star) with Iron stand and frame
<b>Item</b>
Digital Print (A5)
Digital Print (A4)
Digital Print (A3)
Digital Print (A2)
Digital Print (A1)
Digital Print (A0)

7. No proposal will be entertained/received after the prescribed due date and time.
8. A sum of Rs 50,000/- (Rupees Fifty thousand only) will have to be submitted by the printing agency as Performance Security for a validity of at least 36 months. However, the EMD will be invited as required for each specific jobs as per the tender invited.
9. **Validity:** The bids shall be valid for a period of 180 days from the date of opening of the tender.
10. The printing agencies are advised to study the tender document carefully before submitting the bid.



It will be presumed that the printing agencies/firms have considered and accepted all the terms and conditions of this tender. No enquiry, whatsoever verbal or written, shall be entertained in respect of acceptance/rejection of the tender. Bids must be unconditional.

11. Any inquiry after submission of the tender will not be entertained.
12. **Security Deposit:** All empanelled printing agencies would be required to furnish a Security Deposit of Rs 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of "The Registrar, GGS IP University" payable at Delhi. In case the Security Deposit is submitted in the form of Bank Guarantee, the same should be valid for a period of 3 (three) months beyond the date of expiry of the term of empanelment. GGS IP University reserves the right to ask for Performance Guarantee extension if contractual obligations are not fulfilled.
13. **Criterion for Evaluation of Tenders:** The evaluation of the tenders will be made first on the basis of technical information furnished in form given at **Appendix-A** and then on the basis of **inspection of the facilities/ place of work** of the printing agency by a Tender Evaluation Committee. Any inferences drawn by the tenders or their representatives during the opening of the bids will be their own view and GGS IP University will not be responsible/required to abide by the same.
14. After the empanelment of printing agencies, quotations will be invited from all the empanelled printing agencies for rates for every printing work and work order will be awarded to the printing agency that quotes lowest amount.
15. Right of Acceptance and Other Provisions:
  - (a) GGS IP University reserves the right to reject/cancel any or all the tenders at any time, including of those bidders who fail to comply with the instructions without assigning any reason whatsoever. GGS IP University also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest. The decision of GGS IP University in this regard shall be final and binding.
  - (b) Any failure on the part of the bidder to observe the prescribed procedure will prejudice the Firm's quotation.
  - (c) GGS IP University reserves the right to relax/ amend/ withdraw any of the terms and conditions as contained in the tender documents without assigning any reason, thereof.
  - (d) Bidders must regularly check the CPP portal for any corrigendum
16. Successful bidders will have to sign a contract agreement with GGS IP University, as given at the end of this document at **Appendix D**.
17. Additional/ modified/ revised terms & conditions can also be made applicable to the empanelled Printing agencies including those who are being awarded any job/ work by the GGS IP University at any stage, based on requirements of the University, if felt necessary.

18. GGS IP University reserves the right to keep or remove any Firm on the approved panel for designing and printing jobs etc. for any administrative reason.
19. Whenever any print work is required to be undertaken by the University, price bids will be called from all empanelled Printing agencies as per GFR rule applicable. The bid, which doesn't meet specifications given in the schedule of work, will be rejected.
20. The acceptance of the price/ commercial bids rests with GGS IP University. However, the Competent Authority reserves the right to accept or reject any tender (including the L1 bidder) without any reason thereof.
21. **Penalty:** In the event of the Firm failing to (i) Observe or perform any of the conditions of the work order as set out herein; or (ii) Execute the order to the satisfaction of University of Delhi or by the time fixed by GGS IP University:
  - (a) It shall be lawful for GGS IP University ,in its discretion, in the former event to remove or with hold any part of the order, until such times as it may be satisfied that Firm is able to do and will duly observe the said conditions and in the latter event to reject or remove, as the case may require any order executed otherwise than in a good condition and to the satisfaction of GGS IP University in terms of design, quality of paper, printing and binding work etc, and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the orders or removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the Firm.
  - (b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, GGS IP University may charge the amount of such excess cost to the Printing agency and the same may at any time thereafter be deducted from any amount that may become due to the Firm under this or any other contract, or maybe demanded from the Firm to be paid within fourteen days to the credit of the GGS IP University.
  - (c) If the vendor fails to deliver any or all of the work within the time frame(s) incorporated in the contract, GGS IP University shall, **without prejudice to other rights and remedies available to it under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 2.50% per week of delay or part thereof on delayed supply of job work until actual delivery or performance, subject to a maximum of 15% of the contract price.** Once the maximum is reached, GGS IP University will cancel the supply order and may remove the Printing agency from the empanelled list.
  - (d) In the event of work being wholly rejected, GGS IP University may at its discretion may either:

- i. Permit the Firm/vendor to do the same within such time as it may specify at Firm's own cost;

or

- ii. Arrange to get the additional work done elsewhere and by any other person or from any other source than the Firm/vendor in which case the amount of extra cost, if any, shall be recovered from the Printing agency in the manner provided in sub-clause(b) of this clause.
22. Any Firm, if having any dispute with GGS IP University, will not be considered for any further job/work order till settlement of the dispute. In case of a dispute, the decision of the GGS IP University would be final and binding.
  23. The Printing agency shall accept all the designing and printing jobs as and when assigned.
  24. The quantity/ quality of paper required for printing will be arranged by the Printing agency. The quality of paper used for the work will be the same as attached with the price bid and approved by GGS IP University.
  25. Printing agency shall submit first-, second-, third-proof and final pre-print copy of job for approval to the GGS IP University before undertaking the job for final printing.
  26. On approval of advance copies, complete binding may be started and the bound copies to be supplied to GGS IP University as per the specified time schedule.
  27. The Printed copies are required to be delivered within 14 days or earlier as specified after the date of receipt of final approval from the authorized official of GGS IP University. All printed material will have to be delivered in the premises of the GGS IP University by the Printing agency.
  28. In case of any errors or defects noticed in the finished print material, the necessary rectification must be carried out at the own cost of the Printing agency.
  29. In the event of delivery of any defective works/ materials, GGS IP University shall have the power to deduct such suitable sum as penalty from any payment due to the Printing agency as per the penalty clause of the tender document.
  30. Rejected material has to be taken back within one week from the store at Printing agency's expense.
  31. All documents submitted (including manuscript, art-work, photographs, CDs/ DVDs etc.) by GGS IP University should be treated as confidential. Any use of these documents for private or public use by the Printing agency is not permitted. It will be responsibility of the Printing agency to return all material stated above, after completion of the job, failing which the costs of such items will be recovered from the Printing agency.
  32. The bulk stock received from the Printing agency will be physically verified, randomly, by the internal committee in respect of its quality of production and the quality of paper used. Any shortcomings at this stage, if noticed, will be examined and the Competent Authority, GGS IP University will decide whether to accept the stock with suitable penalty to compensate the loss or to reject the whole stock. In case of rejection of any stock due to bad printing or any such serious lapse resulting in rejection, then, the whole work has to be reprinted at the own cost of the Printing agency. The decision of the Competent Authority, GGS IP University in this regard will be final.
  33. No advance would be paid to the Printing agency for execution of the order. However, the payment would be released only through NEFT/ RTGS/PFMS transfer after successful delivery of order and receipt of bills.

34. Notice inviting price bids for the printing job can be sent/ informed to the empanelled Printing agencies through fax/mail/e-mail/voice telephone/by-hand in addition to speed post /registered post/courier etc as per GFR.
35. **Right to Call upon Information Regarding Status of work:** GGS IP University has the right to call upon information regarding status of work at any point of time.

**36. Force Majeure:**

The term "Force Majeure" as employed herein shall mean Act of God, Floods, Tempest, war, civil riot, fire and Arts, Rules and Regulations of respective Government of the two parties namely University and the bidder, directly affecting the performance of the contract.

In the event of either party being rendered unable by Force Majeure to perform any obligation required in the performed by them under this Agreement, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party be suspended for the period during which cause lasts. Time for performance of the relative obligation suspended by the Force Majeure, shall then stand extended by the period for which such clause lasts.

If deliveries are suspended by force majeure conditions lasting for more than 60 days, the University shall have the option of cancelling the contract in whole or part, without financial consequences to or entitlement in either party resultant upon such cancellation, which will operate as a discharge of all future obligations under the contract, but without any rights or obligations arising out of any antecedent breach.

**37. Arbitration:**

- (a) If dispute or difference of any kind shall arise between GGS IP University and the Printing agency in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Vice Chancellor, GGS IP University at Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties.
- (c) The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

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Dr Pankaj Agrawal  
Deputy Registrar(PR)

**Technical & Financial Details of the Firm**

1. Name & Postal address of Agency:

a) Office Address:

b) Printing Press

Address:

i)

ii)

iii)

c) Other Details:

Telephones/Mobile Nos.:

E-mail:

Fax Nos.:

Website:

2. Name & address of Owners/Partners/Directors:

a) Owner/CEO/MD/Partner/Director Name & Address:

b) Co-Owner/Co-Partner/other Directors, if any, Name & Address:

3. If Registered, Regn No with validity of registration with appropriate authority:

4. Whether the Firm is a:

a) Private Company established under Companies Act 1956-Yes/No

b) Firm established under Indian Partnership Act 1932 -Yes/No

c) Proprietary Concern -Yes/No

Attach proof of the same.

5. Sales/Service Tax Regn No.:

6. TIN/VAT/GST No.:
7. PAN No. of the Firm:
8. Bank A/c No.:
9. Details of Bankers with address:
10. Machinery available (Give details):

S.No.	Machines/Equipment	Minimum Size	Number	Held with the Printing agency Yes/No
	<b>Essential Items</b>			
1	Computers(DTP System)		2	
2	Computer to Plate(CTP)		1	
3	<b>Sheet fed Offset Printing machines</b>			
a	4-colour	20"X30"&above	1	
b	1- colour	23"X36"&above	1	
4	Perfect Binder		1	
5	Lamination Machine		1	
	<b>OptionallItems</b>			
1	Digital Printing Machine/POD	10"x18"andabove	1	
2	Image Setter		1	
3	Gathering Machine		1	
4	Case Making Machine		1	
5	Shrink Packing Machine		1	
6	Hard Case Line Machine		1	
7	Scanners(Drum/flat-bed)		1	
8	Folding machine		1	
9	Section Sewing Machine		1	
10	Stitching Machine		1	
11	Generator		1	

11. Details of the turnover for the last three financially years **(indicate year-wise)**:

- (i) .
- (ii) .
- (iii) .

12. List of 3 reputed clients with at least one client belonging to GOI/State Govt. Dept./PSUs with telephone No.(Attach copies of work orders):

- (i) .
- (ii) .
- (iii) .

13. Has your organization been placed in defaulter/blacklisted category by any Govt.Department? If not, please submit a self-attested certificate to this effect.

14. Sample of work done to show creativity and designing capability (multicolor etc.)

- (i) .
- (ii) .
- (iii) .

Signature of the Proprietor/Authorized Signatory

Rubber Seal indicating complete address

Place:

Date:

**List of Documents/Certificates to be attached:**

1. Copy of License/Registration certificate.
2. Certificate in support of the details filled in the Para4 of Appendix-A.
3. A Demand Draft of Rs 50,000/-in favor of “Registrar, GGS IP University” payable at NewDelhi towards EMD(Refundable).
4. CopyofAuditedBalanceSheetand/orAuditor’sCertificateforthelastthreeyears.
5. Copies of work orders of three reputed clients.
6. Copy of Service/Sales Tax Registration Number.
7. Copy of PAN Number.
8. Copy of TIN/VAT/GST Registration Number.
9. Copy of IT Return filed during the last three years.
10. Self attested certificate that your organization has not been placed in defaulter/Blacklisted category by any central/state Govt. Department.



**UNDERTAKING**

It is certified that my Firm/ Agency/ Company has never been **black listed/ placed in defaulter category** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government and no criminal case is pending against the said Firm/agency as on

\_\_\_\_\_.

Signature of the Tenderer \_\_\_\_\_ Name of the Signatory \_\_\_\_\_ Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

Place:

Date: \_\_\_\_\_

(Stamp paper of requisite amount)

**AGREEMENT**

This agreement is made on \_\_\_\_\_ 2021-2022 between The Registrar, GGS IP University And M/s \_\_\_\_\_ (Name of Contractor/Sole Proprietorship/Company/Partnership) herein after referred to as the **"Printing agency"**) having its registered/principal office at \_\_\_\_\_ through its authorized signatory which expression unless repugnant to the context or the meaning there of shall include its permitted assigns and successors; on the other part

Collectively referred to as the **"Parties"**;

Whereas, GGS IP University in the course of its activities, grants contract to Printing agency for undertaking printing jobs and assignments in connection with the activities undertaken by GGS IP University.

Whereas, the Printing agency has been selected/ approved for award of contract, for printing work, herein after referred to as the **"Contract"**, for a period of \_\_\_\_\_ months/years in accordance with letter No. \_\_\_\_\_ dated \_\_\_\_\_.

Whereas the Printing agency and GGS IP University desire to define their respective rights and obligations with respect to the Contract and its execution;

Now therefore, in view of the foregoing premises and in consideration of the mutual covenants, GGS IP University and the Printing agency hereby agree as follows:-

1. The Printing agency has accepted the contract on the terms and conditions set out in the tendernotice no. \_\_\_\_\_ dated \_\_\_\_\_, which shall hold good during period of this agreement.
2. Upon breach by the Printing agency of any of the conditions of the agreement, the GGS IP University may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the GGS IP University to claim damages for antecedent breaches thereof on part of the Printing agency and also to reasonable compensation for the loss occasioned by failure of the Printing agency to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the Printing agency to the GGS IP University.
3. Upon the determination of this agreement whether by effluxion of time or otherwise, the

said deposit shall after the expiration of two months from the date of such determination be returned to the Printing agency but without interest and after deducting there from any sum due by the Printing agency to the Government under the terms and conditions of this agreement.

4. This agreement shall remain in force until the expiry of 36 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one month notice in writing without compensating the Printing agency.

5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the GGS IP University to the Printing agency as here in after mentioned the Printing agency hereby covenants with the GGS IP University to provide the Services and to remedy defects there in conformity in all respects with the provisions of the Contract.

6. The Tendering Authority hereby covenants to pay the Printing agency in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

7. If subject to circumstances beyond control (Force Majeure the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Printing agency on the amount and at the risk of the Printing agency without canceling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

8. In the event of action to be taken, the Printing agency shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

IN WITNESS WHERE OF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Signed:  
For and on behalf of  
University  
\_\_\_\_\_

Witness1\_\_\_\_\_ GGS IP  
Witness2\_\_\_\_\_

Authorised Signatory

For and on behalf of  
Authorised Signatory

Witness1\_\_\_\_\_ M/s\_\_\_\_  
Witness2\_\_\_\_\_

**Details of the paper mills:-**

1. JK Paper Mills
2. Century Pulp and Paper
3. Ballarpur Industries Limited
4. Sirpur Paper Mills Limited
5. Setia Industries Limited
6. Shriyans Industries Limited
7. Khanna Paper Mills Limited
8. Hindustan Paper Corporation Limited (HPC)