



**UNIVERSITY OF DELHI**

**Invites**

**e-Tender for**

**EMPANELMENT OF OFFSET PRINTERS FOR  
PRINTING OF EDUCATIONAL BOOKS AND OTHER ALLIED JOBS  
WITH PAPER AND WITHOUT PAPER**

**UNIVERSITY OF DELHI, DELHI-110007**

## **GENERAL TERMS & CONDITIONS FOR EMPANELMENT OF PRINTERS**

1. The University of Delhi intends to prepare a panel of Printers for designing and 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 Printers 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 bilingual are eligible to apply. The printing and 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 with paper or without paper 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 printers as per the prescription of the University.
3. The Printers 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/Printers as per the information provided by the university in (Appendix-E).
4. **Parties:** The parties to the Contract are the Tendering Firm and the University of Delhi.
5. **Eligibility criteria:**
  - a) The company should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
  - b) The Printer should have at least three years' experience in successfully handling similar nature of work.
  - c) The Printer 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 Printer should have its own printing facility in Delhi NCR region. The printers should fulfill the following minimum criteria of equipments/machines:

**i) Essential Equipment**

<b>S.No.</b>	<b>Machines/Equipment</b>	<b>Minimum Size</b>	<b>Number</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

**ii) Optional Equipment**

<b>S.No.</b>	<b>Machines/Equipment</b>	<b>Minimum Size</b>	<b>Number</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
12	Lamination Machine and etc. required for accomplished of work		

e) The Printer should have technically experienced personnel with experience in the field of designing, printing and binding.

f) The Firm should be capable of undertaking the entire work and supplying the entire ordered stock to the satisfaction of University of Delhi. No sub contracts of the work either full or part to any other Firm or person would be permissible.

g) The Printer 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.

h) The Printer 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.

- i) If the Printer Firm has different facilities located at different premises, the address of all the premises should be mentioned in the Technical Bid.
- j) The Printer Firm should have registration with state or local authorities for undertaking the profession (Copies of all such registrations to be enclosed).
- k) Copy of Sales/ Service Tax Registration (TIN No.) and PAN Number must be enclosed with the quotation.
- l) The Printer Firm applying for empanelment should furnish all the particulars as per Appendix A.
- m) Applicant Firm must have a **VAT/GST**.(Attach Copy).
- n) The applicant Firm 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).
- o) The Printer Firm should not have been placed in defaulter category/blacklisted by any Central/ State Govt. department.

#### 6. Scope of work:

- a) The empanelment of printer 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 Printer 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 University of Delhi 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

S.No.	Name/Printing Jobs
	<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
2.	<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)
3.	<b>Printing of Text</b> Per Colour Offset machine
	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



21. Punching
22. (a) Perforation (straight)  
(b) Perforation on one part of the form per 1000 or part thereof
23. (a) Numbering (by Hand) on forms  
(b) Numbering (by Hand) on books  
(c) Numbering (by Hand on sheet) with in bound book
24. Colour Processing: Minimum Size Scanning with Planning)
  - (i) Four colour
  - (ii) For outputting
25. Printing on small mini offset machine

## 26. 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")

## 27. BLOCK-MAKING

### 28. Badges

### 29. Identity card

- Cloth
- Folding
- Four color
- Plastic cover with printing
- PVC ID Card with printing

### 30. Stickers :

### 31. File covers with 2" cloth patti in centre

### 32. Book pocket

### 33. Book Tag

### 34. Library Ticket Plastic

### 35. Visiting card with digital printing (single/both side)

- a. Ivory
- b. Handmade
- c. Plastic

36. Volunteer Card (multi colour)
37. Card plastic cover each
  - a. With dori without print
  - b. With print dori
38. Letter head with digital printing
39. Die embossing (seal)
40. Die embossing (degree)
41. 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"

42. Tabulation file board:

a) 17"x22"

b) 24"x15½"

c) 17½"x16½"

d) 15"x30"

e) 14"x17"

f) 16½"x11½"

g) 13"x17½"

43. 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 18 x 23	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
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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

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Size	1/8 of	1/4 of	1/8 of	1/4 of	1/8 of	1/4 of	1/8 of	1/4 of
	18 x 23	18 x 23	15 x 20	15 x 20	20 x 26	20 x 26	17 x 27	17 x 27

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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

-----  
 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 pags
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 Printer 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 Firms are advised to study the tender document carefully before submitting the bid. It will be presumed that the 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 Printers 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, University of Delhi" 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. University of Delhi 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 Printer 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 university of Delhi will not be responsible/required to abide by the same.

**14. Right of Acceptance and Other Provisions:**

(a) University of Delhi 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. University of Delhi also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest. The decision of University of Delhi 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) University of Delhi 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

15. Successful bidders will have to sign a contract agreement with University of Delhi, as given at the end of this document at Appendix D.

16. Additional/ modified/ revised terms & conditions can also be made applicable to the empanelled Printers including those who are being awarded any job/ work by the university of Delhi at any stage, based on requirements of the University, if felt necessary.

17. University of Delhi reserves the right to keep or remove any Firm on the approved panel for designing and printing jobs etc. for any administrative reason.

18. Whenever any print work is required to be undertaken by the University, price bids will be called from all empanelled Printers as per GFR rule applicable. The bid, which doesn't meet specifications given in the schedule of work, will be rejected.

19. The acceptance of the price/ commercial bids rests with University of Delhi. However, the Competent Authority reserves the right to accept or reject any tender (including the L1 bidder) without any reason thereof.

20. **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 University of Delhi:

(a) It shall be lawful for University of Delhi ,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 University of Delhi 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, University of Delhi may charge the amount of such excess cost to the Printer 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 University of Delhi.

(c) If the vendor fails to deliver any or all of the work within the time frame(s) incorporated in the contract, University of Delhi 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 work until actual delivery or performance, subject to a maximum of 15% of the contract price.** Once the maximum is reached, University of Delhi will cancel the supply order and may remove the Printer from the empanelled list.

(d) In the event of work being wholly rejected, University of Delhi may at its discretion may either:

- i. Permit the Firm/vendor to re-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 Printer in the manner provided in sub-clause(b) of this clause.

21. Any Firm, if having any dispute with University of Delhi, will not be considered for any further job/work order till settlement of the dispute. In case of a dispute, the decision of the University of Delhi would be final and binding.

22. The Printer shall accept all the designing and printing jobs as and when assigned.
23. The quantity/ quality of paper required for printing will be arranged by the Printer. The quality of paper used for the work will be the same as attached with the price bid and approved by University of Delhi.
24. Printer shall submit first-, second-, third-proof and final pre-print copy of job for approval to the University of Delhi before undertaking the job for final printing.
25. On approval of advance copies, complete binding may be started and the bound copies to be supplied to University of Delhi as per the specified time schedule.
26. 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 University of Delhi. All printed material will have to be delivered in the premises of the University of Delhi by the Printer.
27. 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 Printer.
28. In the event of delivery of any defective works/ materials, University of Delhi shall have the power to deduct such suitable sum as penalty from any payment due to the Printer as per the penalty clause of the tender document.
29. Rejected material has to be taken back within one week from the store at Printer's expense.
30. All documents submitted (including manuscript, art-work, photographs, CDs/ DVDs etc.) by University of Delhi should be treated as confidential. Any use of these documents for private or public use by the Printer is not permitted. It will be responsibility of the Printer to return all material stated above, after completion of the job, failing which the costs of such items will be recovered from the Printer.
31. The bulk stock received from the Printer 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, University of Delhi 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 Printer. The decision of the Competent Authority, University of Delhi in this regard will be final.
32. No advance would be paid to the Printer 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.

33. Notice inviting price bids for the printing job can be sent/ informed to the empanelled Printers through fax/mail/e-mail/voice telephone/by-hand in addition to speed post /registered post/courier etc as per GFR.

34. **Right to Call upon Information Regarding Status of work:** University of Delhi has the right to call upon information regarding status of work at any point of time.

**35. 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.

**36. Arbitration:**

(a) If dispute or difference of any kind shall arise between University of Delhi and the Printer 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, University of Delhi 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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**Technical & Financial Details of the Firm**

1. Name & Postal address of Agency:

a) Office Address:

b) Printing Press

Address:i)

ii)

iii

i)

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 Act1956-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 Printer 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>OptionalItems</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.

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

Signature of the Proprietor/Authorized Signatory

Rubber Seal indicating complete address

Place:

Date:

## **Appendix-B**

### **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, University of Delhi” payable at New Delhi 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, University of Delhi  
And  
M/s \_\_\_\_\_ (Name \_\_\_\_\_ of \_\_\_\_\_ Contractor/Sole  
Proprietorship/Company/Partnership) herein after referred to as the **“Printer”**) 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, University of Delhi in the course of its activities, grants contract to Printer for undertaking  
printing jobs and assignments in connection with the activities undertaken by University of Delhi.

Whereas, the Printer 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 Printer and University of Delhi 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,  
University of Delhi and the Printer hereby agree as follows:-

1. The Printer has accepted the contract on the terms and conditions set out in the tender  
notice no. \_\_\_\_\_ dated \_\_\_\_\_, which shall hold good  
during period of this agreement.
2. Upon breach by the Printer of any of the conditions of the agreement, the University of Delhi  
may issue a notice in writing, determine and put an end to this agreement without prejudice to the  
right of the University of Delhi to claim damages for antecedent breaches thereof on part of the  
Printer and also to reasonable compensation for the loss occasioned by failure of the Printer 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 Printer to the University of  
Delhi.
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 Printer but without interest and after deducting there from any sum due by the Printer 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 Printer.

5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the University of Delhi to the Printer as here in after mentioned the Printer hereby covenants with the University of Delhi 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 Printer 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 Printer on the amount and at the risk of the Printer 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 Printer 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 of Delhi  
\_\_\_\_\_

Witness1\_\_\_\_\_

Witness2\_\_\_\_\_

Authorised Signatory

For and on behalf of  
M/s\_\_\_\_\_

Authorised Signatory

Witness1\_\_\_\_\_

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)