

**PRICE: Rs. 1000/-**

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176213**

No: - HB (41) Books Printing Br/ Practical Tender/2016-32358-360 Dated:-01-06-2016

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**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION, DHARAMSHALA**

**TENDER NOTICE**

Sealed tenders on the prescribed form superscribed as "TENDER FOR PRINTING OF PRACTICAL NOTE BOOKS" are invited from the interested FOUR COLOUR OFFSET PRINTERS only for the printing of Practical Note Books, of HPBOSE Dharamshala so as to reach in this office by name to DR (MAJ) VISHAL SHARMA, Secretary H.P Board of School Education Dharamshala 176213 on or before 14-06-2016 up to 2:00 pm which will be opened on the same day at 3:00 pm in the presence of the tenderers or their authorised representatives who may like to be present. The tender form and details of the job, alongwith terms and conditions are available in the office of the undersigned which can be obtained on all working days from 10:00 am to 3:00 pm on or before 13-06-2016 on cash payment of Rs.1000/- (Non-refundable). The Tender forms can also be downloaded from the Board's Website: [hpbose.org](http://hpbose.org). The cost of tender i.e. Rs 1000/- in this case has to be sent through Bank Draft in favour of the Secretary, H.P Board of School Education Dharamshala, along with the tender.

The undersigned, however, reserves the right to accept or reject or cancel any or all the tenders in part or as a whole, without assigning any reason.

-sd-  
DR (MAJ) VISHAL SHARMA  
SECRETARY

**TENDER FOR PRINTING AND SUPPLY OF PRACTICAL NOTE BOOKS 2016-17**

**“TERMS AND CONDITONS”**

1. Sealed tenders addressed by name to **Dr (Major) VISHAL SHARMA**, Secretary, H.P.Board of school Education Dharamshala should reach this office by 14-06-2016 upto 2 PM. The Tenders should be submitted personally in a sealed cover. These tenders will be opened on the same day at 3 PM. in the presence of those tenderers who may like to be present. In case the date of opening falls on a holidays, tenders will be opened on the next working day at the scheduled time.
2. 1,20,000 (One Lac Twenty Thousand Only) Practical Note Books to be got printed. The quantity may be increased or decreased.
3. Rates should be quoted on the prescribed proforma only; rates quoted on the Printer’s letter-heads will not be accepted.
4. Earnest money of Rs. 25,000/- in the form of F.D.R. payable at any scheduled Bank at Dharamshala in favour of the Secretary, H.P. Board of School Education must be accompanied the tender form. **TENDER WITHOUT EARNEST MONEY WILL BE REJECTED.** Earnest money already lying in this office for any other job shall not be adjusted against this tender. Every Tender must be accompanied with earnest money afresh. The EMD of the successful Tenderer will be adjusted towards the job security and the EMD received from the unsuccessful bidders will be returned.
5. Earnest money of the Tenderer who files the Tender but later on declines to accept the job or even withdraws immediately on account of wrong calculation or for any other reasons shall be forfeited.
6. After the scrutiny of the tenders the Secretary may negotiate the rates with the Printers /Tenderers, whose Tenders are found in order, on a notified date, to evolve uniform rates.
7. The Tenders shall sign and affix stamp of the press in the Tender form alongwith the terms and conditions of the tender on each page in token of having accepted the terms and conditions. No paper should be detached from tender form.
8. Every page of the tender should be signed by the Printer or his authorized signatory. In the later case the Tender should be accompanied with an undertaking by the Printer that he would be responsible for the commitments

made by the authorized signatory. The letter of undertaking should also bear signatures of the authorised signatory of Printer.

- 9.** It may be noted that all the conditions of tender and contract, given here are final. No request from the printers for any relaxation or amendment or change in any of the condition would be considered and in all matters relating to the interpretation of any conditions of the tender or the contract, the decision of the Chairman HPBOSE shall be final.
- 10.** The Printer engaged in publication of help books guides etc. pertaining to classes 1 to X11 directly or through any of their partner/ share-holders shall not be assigned any printing work of the Board. The tenderer will have to furnish affidavit to this effect on a Non-judicial stamp paper of Rs.3.00 at the time of allotment of the job.
- 11.** The printer having facility of perfect binding shall be preferred.
- 12.** A PRINTER DEBARRED BY ANY OTHER BOARD/UNIVERSITY FOR PRINTING OF TEXT-BOOKS NEED NOT APPLY.

-sd-  
SECRETARY

**H.P.BOARD OF SCHOOL EDUCATION DHARAMSHALA -176213**  
**TERMS AND CONDITIONS OF CONTRACT.**

**DEFINITION:**

Wherever the following words or phrases occur in 'conditions of Tender' and 'contract' and also in the Tender form, they shall be deemed to mean as mentioned below:-

- (a) 'Board' means the Himachal Pradesh Board of school Education Dharamshala.
- (b) 'Chairman' means the Chairman of the Himachal Pradesh Board of school education.
- (c) 'Secretary' means the Secretary of the Himachal Pradesh Board of school Education.
- (d) 'Publication Committee' means the Committee of the officers of the board, constituted from time by the chairman.
- (e) 'Printer' means proprietors of printing press and includes his/their heir/s and assignees etc.
- (f) 'MSS' or 'Manuscript' means hand written or typed matter of the practical Note Book and also includes printed press copy of the book.
- (g) 'Capacity' means the printing capacity of the printing press as determined by Chairman/Secretary.

**1. PRINTING PAPER AND COVER PAPER:**

The Printer shall procure the printing Paper for Practical Note Books of 80 GSM of JK/Ballarpur/Andhra/Star paper Mills and cover Paper with hard bound 32 ONZ thickness with one side glazed. The sample printing paper as well as cover paper with name(s) of the prescribed Mill(s) to be used for the purpose must be attached with Tender form failing which Tender shall be liable to be cancelled.

**2. SCRUTINY OF TENDERS:**

The tenders received from the printers shall be opened by the secretary in the presence of the tenderers or their authorized agent/s who may like to be present on the date and time notified for the purpose. The Tender committee shall scrutinize the tenders and also arrange to prepare a comparative statement of the rates quoted. The Secretary will thereafter negotiate with the printers/ Tenderers whose tenders are found in order, on a rates so negotiated shall be subject to approval by the Chairman,

before being made applicable. The Secretary shall however, reserves the right to accept, reject or cancel any tender in part or as a whole without assigning any reason.

**3. VALIDITY :**

These rates shall be valid for a period of one year from the date of finalization of the Tendering process.

**4. ALLOTMENT :**

Subject to the fulfillment of other terms and conditions of the Tender, work shall be allotted to the printer according to the rule and capacity of the press determined by the Secretary and on the basis of the rates offered by the Secretary, provided the Board is satisfied that the concerned press has the competency to produce the work of reasonably good quality, Printer will supply the machinery position in the prescribed form attached herewith.

**5. SURETY AND SECURITY:**

(a) The Printer shall furnish surely as per specimen appended to these terms on Non-Judicial Stamp paper of the value of Rs.15.00 to the satisfaction of the secretary for the execution of the work allotted in accordance with the agreement.

(b) The Printer shall also submit deposit an affidavit on a Non-judicial stamp paper of the value of Rs.3.00 for proper utilization of the paper 80 GSM as well cover paper 32 ONZ thickness with one side glazed mentioning there in the name(s) concerned Mill(s), as per Annexure-III appended to these terms duly attested by a competent authority.

(c) The printer shall deposit performance security to the time of Rs. 50,000/- in the form of fixed deposit receipt / call Deposit receipt duly pledged in the name of the Secretary of the Board on any scheduled Bank payable at Dharamshala.

**6. PROOF READING:**

When laser composing is ordered, the printer is required to submit the proofs of the complete practical Note book in one lot or as may be required by the Secretary, within 15 days from the issue of the manuscripts & CD. Two readings of the proof, one at the galley stage and the other after page make up will however, be arranged by the printer at his own cost and thereafter he shall submit the final proof to the Secretary for approval. No extra time will be granted to the printer for submitting the proof except that the printer may be allowed the time from the receipt of his proofs in office of the Board to the date of dispatch of approval. In case the Secretary

demands fresh proof, due to some alterations/modifications in the manuscripts the printer shall be entitled to be compensated for the days so lost.

**7. PRINT ORDER:**

1. The printer concerned will be supplied manuscripts and design/s of the practical note-books by the Secretary, If and when available. If any part of the manuscripts or design/s etc. is found defective, the same shall be returned by the printer within 10 days from its receipt otherwise no extra time will be given to the printer for the completion of the job. The Secretary will supply the distributions list and the price of the practical book in question to the printer within 15 days of the issuance of the print order.

2. If the printer fails to execute the agreement for the work allotted, within 10 days of the issuance of the allotment order, the Secretary shall have the power to cancel the allotment and assign the job/work to any other printer without any further notice.

**8. PRINTING WORK :**

1. The printing and getup of practical Note-books shall be of high quality. The printer should use good quality of prescribed ink i.e. coats brand. If any discrepancy in noticed in the quality of printing, Suitable penalty will be imposed. Impression should be sharp and even, the type to be used for each practical note-book shall be brand new. The type and blocks should be replaced with the new ones if the impression in not up to the mark, In case of violation of the conditions of this rule, chairman shall be competent to impose any penalty as he may consider fit and proper and the same shall be binding on the printer.

2. The printer shall not entrust any job assigned to him, to someone else, unless he is compelled to do so due to some unforeseen circumstances beyond his control, In such an eventuality , the printer shall seek prior permission in writing from the Secretary, before handing over/assigning any job/work allotted to him to any other person/printer. In such case the responsibility with regard to safe custody of paper, standard of printing as also the timely supply of the books shall be solely of the printer to whom the work was originally allotted.

3. The representative of the Board, duly authorised by the Secretary , shall have the right of entry into the press and its subsidiaries, or the premises of any other printer(s) to whom the job has been assigned by the printer, for the purposes of checking/inspection of the job as well as the stock of the paper and the stock of practical Note-books printed or which may be under printing and while doing so he/they shall have the power to seize any spurious material or printed practical Note

Books or the stock there of in case he/they are able to find the same at any place, pertaining to the practical Note books allotted.

4. The printer shall furnish fortnightly report in writing to the Secretary regarding the progress of the composing, proof reading, corrections, printing, binding and supply etc. of the note book in question.

5. If the progress of work is not maintained to the satisfaction of the Secretary, the matter shall be placed before the chairman for such orders as he may deem fit and appropriate. The Chairman reserves the right to cancel the order and take back the MSS & CDs etc. Without making any payment of compensation to the printer for the job done till then.

6. The printer shall also report to the Secretary in writing that the practical Note Books allotted to him/them is/are with the binder for the purpose of binding while doing so he shall intimate the name and full address of the Binder/s concerned as well as the quantity of practical Note books handed over to him for the purpose.

#### **9. BINDING AND LAMINATION OF TITLE COVER :**

(i) Manual folding of printed formes is acceptable but mechanical folding of printed formes is preferred. In either case the folding of formes shall ensure folio to folio alignment without a slant or a cross throughout the Practical Note books and gathered accordingly in perfect sequence for subsequent operations. It shall be the exclusive responsibility of the printing firm entrusted with the work order to get the binding operations handled with care and due attention to quality and standard of finishing.

(ii) The printing scheme, inter-alia imposition and folding shall ensure balanced margin allocations on all four sides without aslant and across leading to unacceptable execution.

(iii) The practical Note books shall be perfect binding with glue or a better style of binding be done in all practical Note books of all the classes. All the printer Note Books shall have perfect binding irrespective of number of pages. the Printer shall ensure proper imposition scheme for each formes making provision of margin along the gutter line towards the spine such that the Text content is not obliterated after stitching . Loose binding shall not be acceptable.

(iv) Cover with hard bound 32 ONZ thickness one side glazed of all practical Note books shall be creased/ laminated in advance before affixing the same to the practical Note Book. The spine shall be firm duly pasted using good quality adhesive.



**10 SPECIFICATIONS :**

The specification shall ordinarily be as under:

(a) Trimmed size of Note Book	(b) Printed Area	(c) Trimmed Size Title cover
22X28cms	18X22cms	23X29 cms

**11 STANDARD FOR PRINTING OF PRACTICAL NOTE BOOK:**

As far as possible, the printing point used in the NCERT Text-Books will be adopted for printing of the practical Note Books. Practical Note Books Printed as per CD & MSS.

**12 TIME LIMIT:**

The time limit for the completion of printing and supply of books at the Books Distribution Centres concerned shall be 60 days from the date of receipt of the manuscript/ paper, However, in the event of any urgent requirement such time limit may be reduced as the secretary may deem fit in consultation with the printer which shall be binding off the printer concerned. In case the Note books are not printed and supplied within the stipulated period the penalty for the late execution of the work shall be imposed on the printer as under:-

- (a) for delay upto 10 days: 5% of the amount of the bill of the number of the copies delayed.
- (b) for delay upto 15 days: 10% of the amount of the bill of the number of copies delayed.
- (c) For delay upto 30 days: 20% of the amount of bill of the number of copies delayed.
- (d) For delay upto 40 days: 30% of the amount of the bill of number of copies delayed.
- (e) After 40 days delay : The case will be considered by the chairman for imposing such higher penalty as may be considered necessary in the circumstances of each case.

The Chairman reserves the right to unilaterally cancel any contract and allot the work to any other printer in case of any default of the printer and in that event, The printer concerned shall have no right whatsoever, against to Board. The Chairman shall also order recovery of damages from the printer concerned in addition to forfeiting of the amount of security deposit, as may be considered proper.

**13. PRICE OF THE PRACTICAL NOTE BOOK:**

The printer is required to print the price of the practical Note-Book/s which will be communicated by the Secretary within 15 days from the date of the print order.

**14. DELIVERY OF PRACTICAL NOTE BOOKS:**

1. The printer shall deliver the practical Note-Books duly packed in suitable bundles in accordance with instruction of the Secretary and as per the distribution list supplied to him at various Books Distribution Centres of the Board, at his own risk and responsibility. The printer shall not supply/deliver or sell any practical Note-Book of the Board printed by him, directly to any book-seller/person and in case of any breach of this condition; the printer shall be liable for prosecution. Any officer/official of the Board duly authorized by the Secretary shall be competent to seize and confiscate the entire-stock of the practical Note-book un-authorizedly delivered by the printer. The person in whose custody any unauthorized practical Note-books of the Board are found/recovered, shall also be dealt with severely as an abettor along with the principal offender.

2. If the printer omits to supply/deliver the practical Note-Books at any Books Distribution Centre of the Board as per the distribution list supplied to him the Secretary will be at liberty to deduct from the printer's bill any expenditure which may have been incurred by the Board in inter depot transfer of the books is question. Provided that variation of 5% books of each Books Distribution Centre may be permissible and not call for any action.

**15 MISTAKES IN THE PRINTED PRACTICAL NOTE BOOK AND PENALTY THEREOF:**

1 After the Note books are received in the Books Distribution Centres of the Board, these shall be thoroughly read and examined by the reviewers (Subject experts) to be nominated by the Secretary.

2. On receipt of their report/s the Secretary shall impose penalty for mistakes detected/ pointed-out in the Note books by the expert/s as under:-

**(a) MINOR MISTAKES;**

Breaking/falling of type, which does not change the sense.  
and meaning missing of any sign, comma, Bindi, Full-stop,  
sign of interrogation, Matra, ardh viram etc.

@Rs.50/per mistake

**(b) LESS SERIOUS MISTAKES:**

Where mistakes were pointed out by the Board but not rectified by the printer/s or where falling or breaking of letters, changes the sense/ meaning of the word.

@Rs.75/per mistake

**(c) SERIOUS MISTAKES:**

In case of wrong printing of words/sentence/designs\  
Maps/blocks\unclear Photographs/diagrams and\  
other errors /discrepancies etc.

@Rs.250/per mistake

3. The Secretary also reserves the right to impose an additional penalty in case general getup of the book/s is defective or the standard of production is not upto the mark.
4. The use of cover paper, other than the approval one, shall make the printer liable to pay the penalty as may be assessed by the Secretary.
5. All deductions, as stated above, will be made from the bill of the printer before making the final payment to him.
6. Notwithstanding anything contained in these rules, the Chairman shall have the power to increase/decrease any kind of penalty including the penalty imposed on account of late supply of books on the merits of each case. All the penalties proposed at any stage/level shall be got approved by the Chairman.

**16 BILLS:**

The printer will submit his bill in duplicate to the Secretary along with the following documents:

1. Six printed sample of the practical Note Book.
2. Acknowledgement-receipts of the practical note book supplied at various Books Distribution Centres of the Board in original.
3. Delivery of original MSS, designs, Maps and blocks/positives & Cds etc.
4. Print order proofs (if so required).
5. As soon as the bill is received in the office, the publication committee shall examine the quality of printing and general get-up of the practical Note Book including its title cover and recommend penalty for discrepancies detected by it. On receipt of the report of the said committee, the DDO shall sanction 80% payment of the amount of bill. The final payment shall, however, be sanctioned by the Secretary after completion of all codal formalities.

17 **DISPUTES AND PENALTIES :**

a. In the event of any dispute arising out of an agreement or in connection therewith the matter shall be referred to an Arbitrator appointed by the Board on the request of the aggrieved party. The Arbitrator will be at liberty to hold his sitting at Dharamshala or at any other place. The decision of the Arbitrator shall be final and binding on both the parties.

b. If at any stage of printing of the practical Note book concerned, a dispute arises out of an agreement , the work relating to printing will not be allowed to stop ,disrupt and suffer, on account of the same pending settlement thereof, keeping in view the printing of the practical Note Book a matter of great Public importance. the Secretary may there for, take over the charge of the job from that stage of printing and entrust the unfinished job to any other printer/s for being completed at the cost of the original printer, who shall be duty-bound to hand –over the relevant material at that stage to the Secretary for completion thereof and the dispute pending shall be settled after adjudication by the Arbitrator.

c. Any other infringement for which no action /penalty is provided in the foregoing rules or breach of any other conditions of the agreement, for which no penalty is provided, shall be solely considered by the Chairman and he may impose any penalty in respect thereof as may be considered just and proper by him, in each case.

d. The dispute, if any, shall be settled at Dharamshala District Kangra and the courts at Dharamshala shall be competent to entertain and decide the same.

18 **RESIDUARY POWERS:**

Notwithstanding anything contained in the foregoing provisions as also the Annexure attached thereto, the Board reserves the right to vary, modify, add subtract any other terms and conditions to the contract/agreement as may find necessary so to do. Provided that the agreement and its Annexure will be subject to amendments as may be mutually agreed upon or considered necessary by both the parties.

**FORWARDING LETTER**

Telegraphic Address \_\_\_\_\_ Place \_\_\_\_\_ Pin CodeNo. \_\_\_\_\_  
PhoneNo.(Office) \_\_\_\_\_ (Res). \_\_\_\_\_  
Mobile No. \_\_\_\_\_ Income tax PAN Number \_\_\_\_\_  
From :

M/S \_\_\_\_\_

To

\_\_\_\_\_

The Secretary,  
HP Board of School Education,  
Dharamshala.

Dear Sir,

With reference to your advertisement/letter No. \_\_\_\_\_ dated \_\_\_\_\_ I/we am/are submitting here with my/our tender for printing and supply of practical Note-books. My rates for printing and supply of the practical Note-books and other items are quoted against each.

1. I/We have carefully read the conditions laid down for the tender and the contract and in case work is allotted to me/us I/we hereby agree to abide by all of them. the conditions attached to the tender form have been signed by me/us in token of their acceptance on each page.
2. I/We hereby also agree to carry out faithfully, all other instructions from you, Which are not contrary to any of the terms and conditions of the contract or which do not put me/us to any additional financial burden beyond what is implied by the terms of the contract.
3. Earnest Money Deposit in the shape of F.D.R No \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (In words) \_\_\_\_\_ duly pledged in favour of the Secretary, H.P.Board of school Education Dharamshala is enclosed.

4. I/we have read and understood specifications/Terms and conditions of the Tender notice very carefully and undertake to abide by them faithfully.
5. I/We have not been debarred by any Board/University for printing of practical Note-books.
6. I/we hereby solemnly declare that the information's given by me/us in this letter and in the enclosures to tenders form is correct and in case any information given by me/us is found to be incorrect, the H.P. Board of School Education will have the right to forfeit the earnest money deposited with my/us tender herewith .

Yours faithfully,

Dated: \_\_\_\_\_  
Full Name of the Printer

Signature of the Printer

Complete correspondence address:

\_\_\_\_\_

Pin code: \_\_\_\_\_

Mob. No \_\_\_\_\_

**FINANCIAL BID**

**RATES QUOTED FOR PRINTING OF PRACTICAL NOTE BOOKS OF MATRICULATION**

Sr No	Description of the job	Rate Quoted			
		Single Color		Subsequent Color	
		In Figure	In Words	In Figure	In Words
1	Printing of 1,20,000 Practical Note Books in the size of 22 X 28 cm on 80 GSM Printing Paper of JK/ Ballarpur/ Andhra/Star Paper Mills, complete in all respect and supply at FOR Destinations	Rates for Printing of 1000 Practical Note Books			
2	23 X29 cm Cover Paper including 4 Colors printing Hard Bound with Laminations 32 ONZ Thickness & with One Side Glazed ready size of Copy Cover.	Rates for 1000 cover of Practical Note Books			

**NOTE:** The Printing rates shall include Cost of Paper and Cover of the Copy, Laser Composting, Designing, Processing(with good quality ink i.e. coast brand), Perfect binding(with glue, cover creased and pasted) including lamination of cover of the Practical Note-book, Packing and F.O.R Nearest Road head of the 23 Books Distribution Centers of the Board. The Board will, however, bear charges for un-loading and carriage from road head to the godown of the Board. (Enclose the above requisite sample failing which the Tender shall be rejected).

I/We have read the terms and conditions of the Tender Notices very carefully and have quoted the above rates accordingly. I/we also undertake to abide by the terms and conditions laid down by the Board.

Dated: \_\_\_\_\_

Signature of the Tenderer with  
seal and Address.

**SURETY BOND**

Where as \_\_\_\_\_

(Name and address of the Printer )

HEREIN AFTER called the printer, has been allotted the work of printing, binding and supply of the practical Note-Books by the Himachal Pradesh Board of school education herein after called the Board as per terms and conditions mentioned in the Board's letter No. \_\_\_\_\_ dated \_\_\_\_\_ which have been confirmed by the printer in his letter dated \_\_\_\_\_ upon conditions interalia that he will furnish proper surety for the due performance of the contract and whereas \_\_\_\_\_ hereinafter called the surety has agreed to (Name and address of the surety) Stand surety for the due performance of the contract, entered into between the printer and the Board in the shape of an agreement signed by both the parties.

**NOW THIS DEED WITNESS AS FOLLOWS:**

That in consideration of the HPBOSE having allotted the printing, binding and supply work to the printer on the terms and conditions agreed upon the surety hereby undertakes that the printer shall duly and faithfully execute the work of printing binding and supply that has been allotted to him and that may be allotted to him in pursuance of the terms and conditions of the agreement. The surety further undertakes to re-imburse the Board for all losses and damages that the Board may suffer due to any breach of any terms and conditions of the agreement by the printer and or to the amount which the Board may be entitled to, as stipulated damages under the terms and conditions of the contract. The Board shall be entitled to recover the same from the person and property of the surety.



In witness where-of the surety has set his hand in presence of the witness.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the surety with seal of the printer)

WITNESS :

1. \_\_\_\_\_  
(Signature and address of the witness)

2. \_\_\_\_\_  
(Signature and address of the witness)

**AFFIDAVIT**

I, \_\_\_\_\_ sole  
(Name and address of the person giving affidavit) proprietor of Messrs

\_\_\_\_\_  
(Name and address of the firm)

We \_\_\_\_\_  
(Name and address of all the partners should be mentioned) Partners of Messrs.

\_\_\_\_\_  
(Name and address of the firm)

Solemnly affirm and declare as follows:-

1. I/ we have printed \_\_\_\_\_ copies of the practical Note book \_\_\_\_\_ Published by the Himachal Pradesh Board of School Education Dharamshala (Kangra) as desired. The aforesaid number of practical Note books has already been supplied to the Board.
2. That no copy of the aforesaid Note–book(s) has been printed in excess that \_\_\_\_\_ copies of the Practical book(s) were accidentally printed in excess and these have also been supplied to the Board.
3. I/We undertake not to print the practical book(s) except on an order of the Board in writing.
4. That the 80 GSM paper and cover paper 32 ONZ thickness only with one side glazed has been used for the printing of these/this practical book(s).

**PAPER USED FOR THE TEXT**

1. Quality, \_\_\_\_\_
2. Size, \_\_\_\_\_
3. Weight, \_\_\_\_\_
4. Quantity of paper \_\_\_\_\_
5. Name of Mill \_\_\_\_\_

**PAPER USED FOR THE TITLE COVER**

1. quality, \_\_\_\_\_
2. Size \_\_\_\_\_
3. Weight, \_\_\_\_\_
4. Quantity of Paper \_\_\_\_\_
5. Name of Mill \_\_\_\_\_

5. All the practical books supplied to various depots of the Board are according to the approved specifications/sample of the Board.
6. In case any practical book supplied by us is found to be sub-standard at Board's Book depot at any stage, we shall be liable to pay the penalty imposed by the board.
7. The designs/ negatives /blocks received for the printing of Practical Note Book were kept in safe custody under lock and key and have been used for the printing of above number of books and no where else and that I/We have prepared only \_\_\_\_\_ blocks from these designs/negatives and the same has /have been returned to the office of the Board along with the original MSS/designs/negatives & Cds and that I/We have not prepared any extra blocks and that blocks supplied by the Board has/have already been to the office of the board.

Dated; \_\_\_\_\_

Place; \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Complete address \_\_\_\_\_

(Deponent)

**VERIFICATION**

I/We \_\_\_\_\_ solemnly affirm and declare that the contents of above affidavit are true and correct and no part of it is false and nothing has been concealed there from.

Dated; \_\_\_\_\_

Place; \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Complete address: \_\_\_\_\_

(Deponent)

**ATTESTED**

**LIST OF PRINTING MACHINERY AND EQUIPMENTS OWNED BY THE TENDERER.**

(1) List of offset printing Machines:

Name \_\_\_\_\_ Size \_\_\_\_\_ Type \_\_\_\_\_

(2) List of letter press Machines

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Name \_\_\_\_\_ Size \_\_\_\_\_ Type \_\_\_\_\_

(3) Arrangement for composing \_\_\_\_\_

(4) Processing : \_\_\_\_\_

(5) Block Making : \_\_\_\_\_

(6) Binding : \_\_\_\_\_

(7) Any other arrangements \_\_\_\_\_

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(8) Printing capacity per day \_\_\_\_\_ reams.

Name of the Printer & address:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(9) Registration No. \_\_\_\_\_ and date \_\_\_\_\_ with the industry department of the \_\_\_\_\_ State. The copy pf registration to be attached.

(10) No. of four colour Mach.	No. of Double colour Mach.	No. of single colour Mach.	Whether you have own Binding Arrangement or from out side
_____	_____	_____	_____

**SIGNATURE WITH SEAL**