



**Department of Art, Culture and Youth,
Government of Bihar**

**Invite
E-Tender for**

Conceptualizing, Designing and Printing of a Coffee Table Book

Through EPROC

Date:18/03/2025

Art, Culture & Youth Department, Govt. of Bihar
3rd Floor, Vikas Bhawan, New Secretariat,
Bailey Road, Patna-800015, Bihar (T):0612-2215353 (F):0612-2211619
(E Mail): secart-bih@nic.in

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NOTICE INVITING E-TENDER**Background**

The Department of Art, Culture, and Youth, Government of Bihar, is dedicated to preserving and promoting the rich cultural heritage of the state. With four established directorates—Directorate of Cultural Affairs, Directorate of Museum, Directorate of Archaeology, and Directorate of Student and Youth Welfare—the department undertakes various initiatives to protect and showcase Bihar's artistic, historical, and archaeological legacy. As part of this mission, the Directorate of Archaeology oversees **55 protected sites** under the *Bihar Ancient Monuments and Archaeological Sites, Remains and Art Treasures Act, 1976*. To enhance public awareness and appreciation of these historical treasures, the department aims to compile and publish a **coffee table book** featuring these sites, highlighting their historical significance, architectural grandeur, and cultural relevance. In pursuit of this, we invite **tender** from experienced firms and agencies specialized in publication, content development, and heritage documentation to undertake the development of this prestigious coffee table book. The selected agency will be responsible for research, content curation, photography, and high-quality design and printing to create an engaging and informative publication.

1. The department invites E-Tenders in two Bid Systems from reputed/experienced/eligible Printing Houses / Agencies for "Conceptualizing, Designing, Printing & Supply of Coffee Table Book". Agencies can download the tender documents from the EPROC Website <https://eproc2.bihar.gov.in/> or From DACY website <https://state.bihar.gov.in/yac>

2. Schedule of Bid Process:

Sl. No	Information	Details
1.	Download of RFP Document.	From EPROC Website: https://eproc2.bihar.gov.in/ or From DACY website : https://state.bihar.gov.in/yac
2.	Bid Submission Process	Through E-PROC website
3.	Start Date of Tender	19/03/2025
4.	Date of pre-bid conference	28/03/2025, 04:30 pm at Address: 3rd Floor, Vikas Bhawan (New Secretariat) Nehru Path, Bailey Road, Patna – 800015
5.	Last date of submission of bid on EPROC website	11/04/2025, 04:00 PM
6.	Opening of Technical Bids	15/04/2025, 05:00 PM
7.	Opening of Financial Bids	16/04/2025, 05:00 PM
8.	E – Proc Bid Processing charges	As per E-Proc Website
9.	Tender document Charges	Rs. 5,000/- via e-proc
10.	EMD charges	Rs. 50,000/- via e-proc

11.	E-Proc Support Details	Email Id: eproc2support@bihar.gov.in Toll Free - 1800 572 6571, Help Desk Address: Mjunction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar Working Hours: 8AM to 7PM (All days in week except Sunday and few selected state holidays)
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The online bid both Technical Bid and Financial Bid, should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders. Off-line tenders shall not be accepted and no request in this regard will be entertained whatsoever. **Online Technical Bid will be opened at the first instance in Art, Culture and Youth Department, GoB at 05:00 pm on 15.04.2025 for technical evaluation as well as selection of technically qualified agencies.** In the second stage, the Financial Bids of only the selected and technically acceptable agencies will be opened on 16th April, 2025. Bidders may be present during the opening of financial tenders.

Department of Art, Culture and Youth (DACY), Bihar reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. DACY shall also not be bound to accept merely the lowest tender but the technical suitability, design and execution capabilities and superiority of the equipment / system used for printing and binding as well as after service shall be of prime consideration for selection of the agency/agencies.

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CHECK LIST

Checklist of Tender No. / 2024 – 25 for “Conceptualizing, Designing, Printing & Supply of Coffee Table Book”

Sl. No.	Description	Yes	No
01	Whether E-Tender uploaded to EPROC Website: https://eproc2.bihar.gov.in/ (i.e. Technical & Financial) separately.		
02	Whether Tender documents carefully studied & Understood.		
03	Whether Tender documents duly signed and stamped on all pages are scanned and uploaded to the EPROC Website		
04	Whether Earnest Money of ₹ 50,000/- submitted by online / vide Demand Draft No. dated..... and Scanned copy of DD uploaded to EPROC Website.		
05	Whether Declaration - I certify that there are no extra conditions quoted in the Offer Form duly signed and stamped, and a scanned copy of the same is uploaded to EPROC. Annexure-C		
06	Whether Declaration –II regarding No-relation, duly signed and stamped, and scanned copy of the same uploaded to the EPROC portal. Annexure-C		
07	Whether Submitted the Tender Acceptance Letter as given in Annexure-G		

Date:

Signature of the Tenderer

Place:

Official Seal

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General Information and Instructions

1. The instruction given herein will be strictly binding on the tenderers and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Bids shall be submitted online only at to EPROC Website: <https://eproc2.bihar.gov.in/>. Manual bids shall not be accepted.
3. The instruction given in “Annexure-A” for “Instruction for Online Bid Submission” should be strictly followed during the submission of the Bid.
4. Bid documents may be scanned with 100 dpi with a black and white option which helps reduce the size of the scanned document.
5. Bidders shall submit, along with their Bids, an EMD of INR 50,000 only through E-Proc website. The bid/proposal submitted without EMD, mentioned above, will be summarily rejected. The EMD may be forfeited if a bidder withdraws its bid during the period of bid validity.
6. **Validity of Bids:** The Bids should remain valid for 90 days from the bid opening date.
7. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter, and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance with applicable General Information and Instructions will disqualify the Bid.
8. The Person signing the tender documents should be authorized to submit the online e-tender.
9. The Financial Bid shall be filled in and signed by the authorized signatory online as per Proforma “Annexure-H” . No off-line Financial Bid shall not be accepted.
10. The tender must be uploaded online in two separate sets - Set – 1 (Technical) and Set – 2 (Financial) on the EPROC Website: <https://eproc2.bihar.gov.in/>. The contents of these Covers shall be as follows:-

Set – 1

- i) Technical (Techno-financial) BID duly filled in and signed with an official stamp. (as per Annexure-D)
- ii) General Terms & Conditions (as detailed in Annexure-B) duly signed with an official stamp as a token of acceptance
- iii) Scanned Copy of the current and valid Trade License and Dealership Certificate as applicable.
- iv) Scanned Copy of the current and valid Tax Clearance Certificate.
- v) The “Declaration” duly signed with an official stamp (as detailed in Annexure- C).
- vi) The “Technical Specification” as detailed in Annexure-E duly signed with an official stamp



- vii) Scanned copy of Demand Draft for ₹50,000/- (Rupees Fifty thousand Only) as Earnest Money Deposit.(Original Demand Draft must be sent to the DACY, Bihar before the opening of the Technical Bids)

Set - 2

- i) The Financial Bid (as per Annexure-H) i.e. Schedule of Price Bid in the form of attached Proforma shall be duly filled in, signed and uploaded online by the bidder.

The bidders shall consider the prevailing tax rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority of the DACY, Bihar against submission of supporting documentary evidence.

11. Order shall be placed in favor of the bidder whose technical bid is acceptable and offered the overall lowest rate as per Annexure – H.
12. The authority of the DACY, Bihar who does not bind themselves to accept the lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.

Annexure-A**TENDER No. :/2024-25****Instructions for Online Bid Submission**

- a) The bidders shall submit their responses as per the format given in this RFP in the following manner
 - Technical Proposal
 - Financial Proposal
- b) Please note that prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal.
- c) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- d) The financial and technical bids shall be submitted separately online at respective places on the E-Proc Website. Please note that, financial quote shall not be included anywhere on technical upload or terms and conditions acceptance-related places. Financial quote shall only be uploaded on the relevant financial quote upload option.
- e) The bids shall online on the E-Proc website.

Proposal Preparation Costs

- a) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of the proposal, in providing any additional information required by the Client to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- b) The Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Preparation and Submission of Proposal

- c) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- d) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- e) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps reduce size of the scanned document

ASSISTANCE TO BIDDERS

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to the EPROC Portal in general may be directed to the 24x7 EPROC Portal helpdesk. The email and contact number for the helpdesk is Email Id: eproc2support@bihar.gov.in , Toll Free - 1800 572 6571



**GENERAL TERMS & CONDITIONS FOR CONCEPTUALIZING, DESIGNING AND
PRINTING OF A COFFEE TABLE BOOK**

1. Bidders should have the necessary facilities in a state or outside the state to take up the work of the tendered items strictly as per the enclosed specifications with the required financial capability.

2. ELIGIBILITY CRITERIA

Category	Requirement	Means of Verification
Legal & Financial	Registered firm/company under relevant government laws (Companies Act, MSME, Society Act, etc.)	Certificate of Incorporation/Registration Document
	Valid GST registration and PAN card	GST Certificate, PAN Card Copy
	Income Tax Returns (ITR) for the last three years	Copies of ITR filings
	Minimum annual average turnover of ₹50 Lakh in the last three years from printing, publishing, and designing-related work	Audited Balance Sheets & CA Certificate
Technical & Experience	Completed at least three similar projects (Coffee Table Books or high-quality publications) in the last five years	Work Orders/Completion Certificates from clients
	In-house graphic designers, content editors, and a printing facility or a tie-up with a reputed printing press	List of key personnel, MoU/Agreement with the printing press
	Submission of at least two sample copies of previously designed Coffee Table Books	Soft copies of samples via e-proc and hard copy physically during pre-bid
	High-quality offset/digital printing with 300 GSM and hardcover binding, page cover 200 GSM kappa board 32 once, texture paper	Technical specifications of printing equipment & sample prints
Compliance & Certifications	ISO 9001:2015 certification (if available) preferred	Copy of ISO 9001:2015 Certificate (if available)
	Self-declaration affidavit stating no blacklisting/debarment in the last five years	Notarized affidavit
	Completion of the project within 25 days from work order issuance	Work plan & timeline commitment letter
Submission Requirements	Detailed company profile with experience and clientele	Company profile document
	List of key personnel with educational backgrounds and experience	Resumes/CVs of key personnel
	Submission of EMD amount ₹50,000/- along with the bid	Copy of EMD deposit receipt

3. PRICE:

The prices and rates indicated/quoted shall be inclusive of cost of materials, printing, packing/packaging, supply and all incidental charges to deliver the tendered items at Art, Culture & Youth Department, Govt. of Bihar, 3rd Floor, Vikas Bhawan, New Secretariat, Bailey Road, Patna-800015, Bihar as shall be communicated at the time of delivery. GST and any other taxes/levies to be imposed on the rate shall be mentioned. Price and rate quoted shall be firm and fixed for the entire period of execution of the order and no escalation of rate on any ground whatsoever shall be applicable.

4. The successful bidder shall submit acceptance of the work order / Letter of Intent placed on them for the subject work on their official letterhead duly signed and stamped within 3 (Three) days from the date of Placement of the order



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5. **TIME OF COMPLETION:** Time is the essence of this tender. Time allowed for designing, printing, packing and supply of the ordered items is 25 days from the date of placement or order. The delivery of the tendered item as per the enclosed technical specifications shall be made at **DACY, Bihar** or any other place within DACY as shall be communicated at the time of delivery strictly within the stipulated period from the date of placement of the order. For non-compliance with any of the above terms and non-delivery of the tendered items, complete in all respects within the above-stipulated delivery period, the Department shall have the right either to cancel the order or impose a penalty as detailed in Clause No.06. Decision in this regard taken by the DACY shall be final and binding on the successful bidder.

6. **PENALTY CLAUSE:-**

The time allowed for executing the supply as detailed in Clause No. 04 & 05 shall be strictly observed by the successful bidder. The supply shall throughout the stipulated period of the order, proceed with all the diligence (time being deemed to be the essence of the order) and the successful bidder shall pay to the Department, an amount equal to 1% of the amount of the contract value for every day that the supply may remain incomplete as per delivery schedule as stipulated in Clause No.05 subject to a maximum compensation of 10% of the contract value after which period, action will be taken by the department as deemed fit.

The department may extend the time of delivery of the ordered items at their discretion on the application of the successful bidder for such purpose provided that the department considers the reasons for such extension as good, sufficient and acceptable.

7. Every effort should be made to complete the supply by the successful bidder within the specified schedule. In case the firm fails to comply with Clause No. 5 within the specified schedule as per the finalized and accepted terms & conditions, the department shall have the right to either impose a penalty clause or cancel the order forthwith and the earnest money deposit retained with the Department shall be automatically forfeited.

8. **PAYMENT TERMS:-**

No advance payment shall be made by the department on any circumstances. Digital Payment (e-payment) through RTGS/NEFT/TT/etc. shall be released within **45** working days from the date of receipt of the Tax-Invoice (supplies covered under clause No.04), duly supported by receipted challan subject to a satisfactory inspection report of the ordered materials issued by the competent authority of the Department. The invoice should be submitted indicating the Name of the Banker, IFSC Code, Account number, RTGS and Swift number of the banker, etc. for releasing e-payment to the supplier.

9. The Coffee Table book to be supplied by the bidder shall conform to the specifications given by the department (in Annexure-E) and be of top quality.
10. The printing quality should be of very good standard and as per requirement. In case it is found that the quality provided is not up to the mark and ordered specification, it would be open to the Department to terminate the Agreement and forfeit the EMD submitted by the tenderer and debarred them from further participation.
11. If it is noticed that the Coffee Table Books supplied do not conform to the specification of the order, the department shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier.
12. If the supplier do not arrange to replace the rejected materials within the stipulated time, the same may be disposed of at the risk and cost of the supplier and in the manner which the Department will deem fit. The Department shall be entitled to retain the proceeds of the disposal either in part or in full towards expenses incurred on storage, handling and disposal of the materials. The Department shall also be entitled to recover the expenses made by them on account of storage & handling of such rejected goods till the goods are removed from the premises of the Denartment.
- [Signature] [Signature]

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13. In case the bidder refuses to accept the offer after finalization or does not comply with Clause No.04 within 03 (Three) days from the date of placement of the order as per the finalized and accepted terms & conditions and the order shall be canceled forthwith and the EMD submitted will be forfeited.
14. The authorities of the DACY, Bihar have the right to amend, alter or modify the terms & conditions mentioned above, if necessary, from time to time.
15. The authorities of DACY who do not bind themselves to accept the lowest tender, reserve the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.
16. The quantities specified in the tender may be decreased or increased at the sole discretion of DACY authorities.
17. All disputes and differences between the successful bidder and the Department of any kind except quality of workmanship and materials whatever arising out of or in connection with the order on carrying out the supply (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the Terms & conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director, Directorate of Archaeology, DACY whose decision in this regard will be final and binding on both the successful bidder and the Department.
The provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration"s proceedings under this Clause.
18. No bidding firm will be allowed to withdraw its bid after technical bids have been opened. If any firm intends to withdraw after the opening of Technical Bid, its EMD will be forfeited.

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Annexure-C

TENDER No. :/2024-25**DECLARATION-I**

We do hereby accept the "General Terms & Conditions" as provided by the National Science Department along with the Tender documents for **conceptualizing, designing and printing of a coffee table book** and also undertake to supply the said materials at Art, Culture and Youth Department, Bihar strictly as per the specifications of DACY as provided along with the tender documents, in the event of placement of any order on us. The Department shall be at liberty to cancel the order in full or in part in the event of failure of any of the above declarations made by us. I/we certify that there are no extra conditions quoted in the Offer Form.

Signature of the Bidder / Constituted Attorney

DECLARATION-II

This is to certify that I/We have no close relative as an employee of the DACY (close relatives means: Father, Mother, Brother, Sister, Son, Daughter, and Spouse) nor any such close relatives are associated with us as proprietor/partner/shareholder/ director and like.

Signature of the tenderer

Address:

Official seal with date

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Declaration on Registration as MSME**DECLARATION ON REGISTRATION AS MSME**

(Following declaration to be provided by the Bidder on the Company letterhead)

This is to certify that our Company(Name of the Company) located at (Address of the Company) has registered as MSME. The details of registration are provided below:

Sl. No.	Particulars	Details
1	Vendor Code (allotted by BEL)	
2	Name of the Vendor / Company	
3	Date of incorporation	
4	Udyog Aadhaar Number	
5	GST Number	
6	PAN Number	
7	Type of Enterprise	Micro / Small / Medium
8	Major Activity	
9	Type of Organization	Proprietary / Hindu Undivided Family / Partnership / Co-operative / Private Limited Company / Public Limited Company / Self Help Group / Limited Liability Partnership / Society / Trust / Non-MSME (not a MSME)
10	Have your investment in plant and machinery crossed the prescribed limits of MSME Act	Yes / No Value (for MSME only):
11	Copy of Udyog Aadhaar	Yes / No (for MSME only):
12	Annual ceiling amount upto which they can take contract under MSME	
13	Value of orders already at hand as on date of application	

I/we undertake to keep the DACY, Bihar informed if at any point in the future, we cease to become an MSME vendor or change in category as per the extant rules and such disclosures are entirely our responsibility. Until then, the company does not hold DACY as responsible for any issues related to MSME

Date:

Signature of Authorized Person with Company Seal




TENDER No. :/2024-25

TECHNICAL (Techno-Financial) BID

Note: All particulars/information should be given in the following format with complete details.

Sl. No.	Details Required	Information to be Provided
1	Name & Address of the Firm/Bidder	
2	Telephone Number	
	Office Landline number	
	Office Address at Bihar	
3	Background details of the firm (State whether original Printers/Agency with full details)	
4	Name of the Banker including IFSC Code and Account Number of the Tenderer for releasing digital mode of payment	
5	Submit copies of (coffee table book) product samples at DACY as proof of similar work done by the agency(soft copy attach in e-tender)	
6	Name & Address of the Printer/Press where the ordered products will be printed	
7	Proof of financial status of the company/audited Balance Sheet for the last 3 years indicating total turnover (Submit documentary evidence)	
8	Mention PAN & GST Registration Numbers and attach current valid Tax Clearance Certificate	
9	Whether agreed to supply tendered items as per enclosed specifications (Annexure-E) positively within 25 days	YES / NO

I/We hereby declare that the above statements are true. I/We also declare that the decision of DACY, Bihar regarding the selection of eligible firms for opening of Financial Bid (Part-II) shall be final and binding on me/us.

Dated

Official Seal

Signature of the Tenderer/Constituted Attorney



SPECIFICATIONS & SCOPE OF WORK

Specification for Printing & Supply of Coffee Table Books is given below:-

1. **Designing of Coffee Table Book** – The scope of work includes the collection of images(if required), proofreading of content, designing of Coffee Table Book consisting of around 70-75 pages excluding the cover pages and messages, etc., and providing the core file to the department (ready files for printing of this book) in size **28 cm x 34cm**

Note: To meet the expectations, the designer and/or script writer should work and execute the work under the authorized officer of DACY, Bihar.

2. **Printing of Coffee Table Book with the specifications given below:**

Specification	Details
Size	28 cm x 34 cm (Length x Width)
Quantity	500 Copies
Inner Paper	300 GSM, Imported, Texture Paper, Matt Finish
Text & Images	Multi-Colour Text, High-Quality Coloured Photos
Number of Pages	Approximately 70-75 pages
Cover Paper	200 GSM, Imported, Texture Paper, Matt Finish
Cover Page	Kappa Board (32 Once)
Printing	Multi-Color Printing

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Annexure-F

Government of Bihar
Art, Culture and Youth Department

Name of the Account Holder	Under Secretary, Art, Culture and Youth Department, Patna, Bihar
Account No.	38562259599
Bank Name	State Bank of India
Bank Address	Bishweshraia Bhawan, Balley Road, Patna
IFSC Code	SBIN0006379
MICR Code	800002006
Type of Account	Saving Account
Branch Code	6379
GST No.	10PTNA01670E1DB

 

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

[Department User may ask for a Tender Acceptance Letter instead of asking Signed Tender Document from the Bidders. This is a sample format; User may revise it as per their Tender Conditions]

Date:

To,
The Under Secretary,
Art, Culture and Youth Department
3rd Floor, Vikas Bhawan, New Secretariat,
Bailey Road, Patna-800015, Bihar

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: _____

Name of Tender / Work: Conceptualizing, designing and printing of a coffee table book for the Directorate of Archaeology, Art, Culture and Youth Department, Bihar

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above-mentioned "Tender/Work" from the website (s) namely:
2. Art, Culture and Youth Department as per your advertisement, given in the above-mentioned website(s).
3. I / We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I / we shall abide hereby by the terms/conditions/clauses contained therein.
4. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
6. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
7. I / We certify that all information furnished by our Firm is true & correct and if the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money deposit.

Yours Faithfully,

(Signature of the Authorized signatory of the Bidding Organization)

Name :
Designation :
Date :
Seal :
Business Address :



Annexure-H

Financial Proposal Submission Form (On the Letterhead of the Bidder)

To,
The Under Secretary,
Art, Culture and Youth Department,
3rd Floor, Vikas Bhawan,
New Secretariat, Patna, Bihar-800015

Subject: Submission of Financial Bid for Printing of Coffee Table Book

Dear Sir/Madam,

With reference to your tender no. [Tender Number] dated [Tender Date], we hereby submit our financial bid for the printing of the Coffee Table Book as per the specified requirements:

Sl. No.	Description	Quantity	Unit Price (₹)	Total Price (₹)
1	Printing of Coffee Table Book as per specifications	500 Copies	[Rate per unit]	[Total Amount]
2	GST @ [Rate]%	-	-	[GST Amount]
Total Cost (Inclusive of All Taxes & Charges)				₹ [Total Quote]

Terms & Conditions

1. The quoted price includes all printing, binding, packaging, and delivery charges to
2. The rates are valid for **90 days** from the date of submission.
3. The work will be completed within **25 days** from the issuance of the work order.
4. The payment will be made as per the agreed terms after successful delivery and quality inspection.
5. We certify that the prices quoted above are the lowest and best possible rates, and no additional charges shall be claimed.

Declaration

I/We hereby declare that all the terms and conditions of the tender document are accepted by us. We further confirm that the information provided in this bid is true and correct to the best of our knowledge.

Authorized Signatory

(Signature of the Authorized signatory of the Bidding Organization)

Name :
Designation :
Date :
Seal :
Business Address :

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