

Ref. No.CA/Estb./287(5)/PTD/RT-02
May 04, 2026

TO ALL CONCERNED BIDDERS/VENDORS

Subject: Sealed Quotations for Printing and Packaging of Book titled “Predesign to Design” – reg.

The Council of Architecture (COA), an Autonomous Statutory Body of Govt. of India, established under the Architects Act, 1972, invites sealed quotations for Printing and Packaging of “**Predesign to Design**”. The broad guidelines, terms and conditions are as follows:

1. The Financial Bid Format for submission of quotation is enclosed as Annexure-1.
2. The specifications for printing and packaging of the book “**Predesign to Design**” are enclosed as Annexure-2.
3. The content of the book has already been finalized as per the requirements of CoA and shall be provided to the selected vendor in ready-to-print format.
4. In case the vendor wishes to view a dummy soft copy of the document, the same may be made available after execution of a Non-Disclosure Agreement (NDA) with the Council.
5. The vendor should have at least five (05) years of experience in similar printing work. Documentary proof must be attached.
6. The printer should possess adequate pre-press, printing, and post-press facilities so that the Council may supervise/monitor the work, if required.
7. The vendor must submit PAN and GST details along with the quotation.
8. The work order shall ordinarily be awarded to the eligible vendor quoting the lowest evaluated rate (L-1) and whose quotation is found complete in all respects.
9. The Council reserves the right to accept or reject any or all quotations, including the lowest quotation, without assigning any reason.
10. The Council reserves the right to increase or decrease the quantity without assigning any reason.
11. The quotation must be signed by the vendor or by a duly authorized representative of the firm/Company.
12. Rates quoted shall be inclusive of all charges except GST, if applicable.
13. The successful vendor shall complete the work within one (01) month from the date of issue of the work order, as per the specifications given in Annexure-2.
14. The successful vendor will be intimated through a formal Letter of Acceptance.
15. The printer shall supply advance printed copies of the book, if required by the Council.
16. Submission of the quotation shall be deemed as acceptance of all the above terms and conditions. Any alteration, overwriting, or erasure in the quotation documents shall not be permitted.
17. The printed books shall be delivered in cartons and/or as per the instructions of CoA.
18. Canvassing in any form is strictly prohibited, and vendors found canvassing shall be liable to have their quotations rejected.
19. The successful bidder within 07 days of the receipt of formal acceptance letter, shall be required to deposit a sum equivalent to Rs.20,000/- (Rupees twenty thousand only) as Performance Security Deposit which shall be valid for a period of 6 months or till the completion of work, whichever is earlier.

The **sealed quotations** should be reach by Post/ By hand in office of **The Registrar, Council of Architecture, NBCC Place, 7th Floor, Okhla Phase I, New Delhi-110020**. The last date for receipt of sealed quotation is 5.00 p.m. of 25th May 2026.

The envelope should be superscribed:

“Quotations for Printing and Packaging of Book titled – ‘Predesign to Design’”




R.K. Oberoi
Registrar

FINANCIAL BID FOR PRINTING AND SUPPLY OF BOOK TITLED :
“Predesign to Design”

Sl. No.	Book Title / Specification	Quantity/ Unit	Rate per Unit (Rs.)
1.	Printing & Supply of Book Titled: <u>“Predesign to Design”</u> (Book Specifications As per the enclosed Annexure-2)	900 Books	
2.	Additional Printing Charges for 4 Pages (Black & White)	Per 4 Pages	
3.	Additional Printing Charges for 4 Pages (Colour)	Per 4 Pages	
4.	GST (extra, if applicable)		

BIDDER DETAILS:

Name of Firm/Company	:	
Full Postal Address of Firm/Company with PINCODE	:	
Contact Details	:	
Email	:	
PAN of Firm/Company	:	
GST No. of Firm/Company	:	
Year of Establishment/ registration of Firm/Company	:	
Total Experience of Printing (years)	:	
Name & Designation of Authorised Signatory	:	
Contact Details of Authorised Signatory	:	
Email of Authorised Signatory	:	

Contd....p/2

Authorised Signatory
(Signature with Seal)

DECLARATION:

I/We hereby declare and undertake that:

1. The printing work shall be executed strictly in accordance with the specifications, terms and conditions prescribed by the Council of Architecture.
2. The rates quoted by me/us shall remain valid for a period of **60 days** from the last date of submission of bids.
3. I/We understand that in the event of withdrawal or modification of the bid during the validity period, or in case of failure to accept the award of contract, sign the agreement, or submit the Performance Security within the stipulated time, the Council of Architecture shall be at liberty to take appropriate action as deemed fit, including suspension/debarment from participation in future tenders, as per applicable rules.
4. I/We agree to submit the **Performance Security Deposit** as per the terms and conditions of the bidding document, in case the contract is awarded to me/us.
5. I/We confirm that I/we possess a minimum of 05 (five) years' experience in the relevant field and have the necessary capability to execute the work satisfactorily.
6. I/We further certify that all information furnished in the bid is true and correct to the best of my/our knowledge and belief.

Authorised Signatory
(Signature with Seal)

Annexure-2
Title of Book: “Predesign to Design”

SPECIFICATIONS		
1.	No. of Volumes of book	900
2.	Cover:	
	Open Size:	450mm (W) X 210mm including spine
	Closed Size:	210mm (W) X 210mm
	Pages:	4
	Colours:	Single side printing in 4 Colours (CMYK)
	Substrate :	170 GSM printed art paper mounted on 2.5 mm Kappa board
	Printing:	4 Colours (CMYK)
	Other Operations:	Scratch Proof Matt Lamination with Spot UV on Front Cover
	Crease/Perf-2 Vertical Folding:	4
3.	Inside Pages:	
	Open Size:	420mm (w) X 210mm
	Closed Size:	210mm (w) X 210mm
	Pages	276
	Colours:	4 Colours (CMYK)
	Substrate :	170 GSM Matt Art Paper
	Printing :	Both side printing in 4 Colours (CMYK)
	Other Operations:	As required
4.	Binding type :	Section sewing, hard case binding