

Ref. No.CA/Estb./287(8)/SBE-AIP/02  
May 21, 2026

**Subject: Sealed Quotations for Printing and Packaging of the book titled “Sustainable Built Environment-An Indian Perspective” – 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 book titled “**Sustainable Built Environment-An Indian Perspective**” from reputed printing agencies/firms/companies. The broad guidelines, terms and conditions are as under:


1. The Financial Bid Format for submission of quotation is enclosed as Annexure-1.
2. The specifications for printing and packaging of the book **Sustainable Built Environment-An Indian Perspective**” 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. The vendor should have at least five (05) years of experience in similar printing work. Documentary proof must be attached.
5. The printer should possess adequate pre-press, printing, and post-press facilities so that the Council may supervise/monitor the work, if required.
6. The vendor must submit PAN and GST details along with the quotation.
7. 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.
8. The Council reserves the right to accept or reject any or all quotations, including the lowest quotation, without assigning any reason.
9. The Council reserves the right to increase or decrease the quantity without assigning any reason.
10. The quotation must be signed by the vendor or by a duly authorized representative of the firm/company.
11. Rates quoted shall be inclusive of all charges except GST, if applicable.
12. 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.
13. The successful vendor will be intimated through a formal Letter of Acceptance.
14. The printer shall provide advance printed copies of the book, if required by the Council.
15. 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.
16. The printed books shall be packed in cartons, individually shrink-wrapped, and/or packaged as per the instructions of the Council of Architecture.
17. Canvassing in any form is strictly prohibited, and vendors found canvassing shall be liable to have their quotations rejected.
18. 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 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 quotations is 5.00 p.m. of 10<sup>th</sup> June 2026.

The envelope should be superscribed:

**“Quotations for Printing and Packaging of Book titled – ‘Sustainable Built Environment-An Indian Perspective”**



  
**R.K. Oberoi**  
Registrar

ANNEXURE-1

**FINANCIAL BID FOR PRINTING AND SUPPLY OF BOOK TITLED:  
“Sustainable Built Environment-An Indian Perspective”**

Sl. No.	Book Title / Specification	Quantity/ Unit	Rate per Unit (Rs.)
1.	Printing & Supply of Book Titled: “Sustainable Built Environment-An Indian Perspective” (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 **90 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: “Sustainable Built Environment-An Indian Perspective”

SPECIFICATIONS		
1.	No. of Volumes of book	900
2.	<b>Cover:</b>	
	Open Size:	28 Inches x 9 Inches
	Closed Size:	9 Inches x 9 Inches
	Pages:	4 Pages; Front-Back with 2 half folds
	Colours:	Multi-colour with aqua silk varnish
	Substrate :	300 GSM Art Paper
	Printing:	
	Other Operations:	
	Crease/Perf-2 Vertical   Folding:	
3.	<b>Inside Pages:</b>	
	Open Size:	18 inches x 9 Inches
	Closed Size:	9 Inches x 9 Inches
	Pages	324 Pages
	Colours:	Multi-colour with aqua silk varnish
	Substrate :	100 GSM Art Paper
	Printing :	
	Other Operations:	
4.	Binding type :	Section sewing
5.	Packaging	Each printed copy of the book shall be individually shrink-wrapped.