

Terms and Conditions of the Tender

1. The tender should be returned so as to reach this office on or before the date specified.
2. The offer will remain open for 30 days from the due date specified.
3. Samples must accompany the tender.
4. Make and Brand must be clearly stated and in the case of unknown makes or brands sample must be submitted even if not so specified.
5. Sales tax and General tax wherever applicable should be stated in the tender.
6. Unless otherwise mentioned all offers will be considered for immediate delivery ex-stock before the date specified or as and when required by us during the period of twelve months of contract if any, in the case of printed materials date specified or as and when required by us.
7. Unit price must be specified in the tender, but if it becomes necessary to quote by weight instead by No., approximate weight must be quoted.
8. The quotation must be either typewritten or must be in ink.
9. All deliveries are to be made at Divisional office free of freight. After the supply is delivered if it is discovered that the materials are not exactly according to the specifications accepted and sample enclosed such supply will be rejected at the supplier's cost and their name will be removed from the list of approved Suppliers/Printers.
10. *If a supplier fails to deliver the goods on or before the date specified, the Corporation is at liberty to purchase the article in the open market and the supplier has to make good any loss or damage that the Corporation suffers thereby.*
11. No alteration in quantity or quality of the goods ordered at the time of execution and no enhancement in the rates of the articles shall be accepted, unless previously ratified by the Corporation in writing.
12. *In the case of printed materials if it is found that the Press is incompetent to complete the job even after submission of two consecutive proofs or is unable to follow the instructions given, the order may be withdrawn from such a Press and Press is intimated of the cancellation of the Order without paying any damages or compensation and they will have to make good the extra charges incurred by the Corporation in getting the jobs done by other Press.*
13. Any tender not complying partly or wholly with these terms and conditions shall be liable for rejection.
14. The Corporation reserves the right to accept any quotation in full or in part. This does not necessarily mean that the lowest quotation will be accepted.
15. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Karimnagar and be subject to a Court of competent jurisdiction in Karimnagar.
16. All the printed forms and stationery are to be neatly wrapped packed and labeled even if not so stated in the order.
17. Each supply should accompany 'Delivery Note' in duplicate. The duplicate copy will be issued in acknowledgement of the items delivered. The acceptance of the items for settlement of bill will however be subject to examination of the supply for quality and quantity.
18. Bills are to be drawn in duplicate.

Binding Classification:

- A - 1 Ordinary padding with stiff cover papers both at top & bottom.
- A - Ordinary padding with straw board to the bottom and cover paper on top.
- B - Same as 'A' above but with stitches.
- C - Book with straw board on both sides with stitches
- D - Register binding with straw board and section binding.
- E - Same as 'D' above but with full calico.
- F - Same as 'D' above using half leather.
- G - Same as 'D' above using full leather.

NEFT DETAILS: Kindly furnish the following details in case of refund of EMD, if any.

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| 1. PAN No. | 2. Bank Name | 3. A/C No. | 4. A/C Type |
| 5. IFSC code | 6. Bank Branch | 7. Mobile No. | 8. Email id |