

**MANOHAR PARRIKAR INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**

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**NOTICE INVITING TENDER (NIT)**

**F.No: MP-IDSA/IDG/28/25**

**Date: 20/06/2025**

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**E-TENDER (BOQ BID ON GeM) NOTICE FOR PUBLICATION OF (1) SINGLE-AUTHORED AND EDITED BOOKS, REPORTS (TASK FORCE / PROJECT), (3) MONOGRAPHS/ OCCASIONAL PAPERS, AND (4) MP-IDSA ANNUAL REPORT (ENGLISH AND HINDI) IN TWO-BID SYSTEM**

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Online bids are invited under **Two-Bid** system from bonafide and experienced Publishing Firms for “**Publication of Single-Authored and Edited Books, Monographs, Occasional Papers, Reports (Task Force/ Project) and the MP-IDSA Annual Report (English and Hindi)**” at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Detailed Tender Documents are available online from the date of tender publication at [GeM](https://www.gem.gov.in), and [www.idsa.in](http://www.idsa.in). **Interested bidders are advised to register themselves with GeM to participate in the e-Tender.** The bidders should upload duly signed Tender Form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & Price Bids, **latest by 15 July 2025 up to 14:00 hrs.** Hard copies of the Tender Documents (Technical and Financial Bids in two separate envelopes within one Cover) need to be submitted along with the Earnest Money Deposit (EMD) to be submitted in the form of Demand Draft (DD) in favour of “**MP-IDSA New Delhi**” which shall be submitted in sealed cover and dropped/ (sent by speed post) addressed to the **Associate Editor, Manohar Parrikar Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the Reception office, should reach on or before **15 July 2025 up to 14:00 hrs**, duly mentioning on top right hand corner of the sealed envelope “**Tender Documents for Publication of Single-Authored and Edited Books, Monographs, Occasional Papers, Reports (Task Force/ Project) and the MP-IDSA Annual Report (English and Hindi)**”. The maximum time allowed for Execution of work, from the issue of Work Order, is:

**Category A – BOOKS** – 45 days (Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks are within the scope of work). Selected books will be translated into Hindi. MP-IDSA will provide Hindi translated version of books to the publisher.

**Category B – REPORTS (Task Force / Project)** – 45 days (Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks).

**Category C – MONOGRAPH / OCCASIONAL PAPER SERIES** – 15 days (Printing and Delivery of Stocks).

**Category D – ANNUAL REPORT** – English – 30 days (Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks); Hindi – 60 days (excluding Translation). Typesetting, Proofing, Designing, Preparation of Dummy and Delivery of Stocks are within the scope of work. **MP-IDSA will provide Hindi translated version of Annual Report to the publisher.**

All tenderers are requested to read the tender documents carefully **from Annexures I** (General Terms & Conditions); **II** (Prequalification Information, Letter of Transmittal); **III** (Scope of Work) & **IV** (Financial Bid for Publications). The Tender Form and Tender Assessment Criteria are slightly different from the routine tenders. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in MP-IDSA. MP-IDSA reserves the right to verify the particulars furnished by the applicant independently.

**MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.**

**Critical Dates of Tender:**

(i) Publish Date & Time	<b>20 June 2025, from 1600 hrs</b>
(ii) Document Download Start Date & Time	<b>20 June 2025, from 1615 hrs</b>
(iii) Bid Submission Start Date & Time	<b>20 June 2025, from 17:00 hrs</b>
(iv) Pre-Bid Meeting	<b>30 June 2025, at 1500 hrs</b>
(v) Bid Submission End Date & Time	<b>15 July 2025, at 14:00 hrs</b>
(vi) Offline submission of tender fee, EMD and other offline supporting documents	<b>15 July 2025, up to 14:00 hrs</b>
(vii) Bid Opening Date & Time	<b>15 July 2025, at 14:30 hrs</b>

**Corrigendum / Addendum / Modification to this Tender, if any, will be notified through [www.idsa.in](http://www.idsa.in) and GeM only.**



**Vivek Kaushik**  
Associate Editor

**GENERAL TERMS & CONDITIONS**

Tenders are invited for **Publication of (1) Single-Authored and Edited Books, (2) Monographs / Occasional Papers, (3) Reports (Task Force / Project) and (4) the MP-IDSA Annual Report (English and Hindi)** on as and when required basis from experienced and well-established publishers empanelled with the Directorate of Printing, Govt. of India under 'A' Class Offset printers. Publishers should have in-house facilities for composing on page maker, corel and adobe illustrator and pre-press work including the entire designing work including the text and cover. The publishers should have capabilities to print the various publications at short notice. Satisfactory documentary evidence in respect of each of the above must be enclosed with the Tender, failing which Tender is likely to be rejected.

The Manohar Parrikar Institute for Defence Studies and Analyses (MP-IDSA) is India's premier strategic and security studies think tank and has a well-qualified, multi-disciplinary research faculty, drawn from academia, the armed forces and the civil services. The Institute is dedicated to objective research and policy relevant studies on all aspects of defence and security. Its mission is to promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.

1. The Institute has an expanding publishing programme. Detailed Specifications are given in Annexure III.

**Category :-**

**A: BOOKS**

- Both edited and single-authored; approximate page extent range - 150-350 pp),

**Estimated Quantum per year approx.- 8**

**B: REPORTS (Task Force / Project)**

- Approximate page extent range - 100-200 pp)  
**Estimated Quantum per year (approx.) = 2-4**

**C: MONOGRAPH / OCCASIONAL PAPER SERIES**

- Approximate page range 70-140 pp / 30-60 pp)  
**Estimated Quantum per year (approx.) = 8 / 6**

**D: ANNUAL REPORT (ENGLISH AND HINDI)**

- Approximate page extent range - 60-120 pp).  
**Estimated Quantum per year = 2 (1 English + 1 Hindi)**

**Detailed Specifications are given under Scope of Work in Annexure III**

These are recurring publications and all of these are peer-reviewed and anonymously refereed by subject experts before they are finalized for publication.

2. **Duration of Contract:** MP-IDSA is interested in collaborating with reputed publishing firms to publish and print its publications listed in S.No.2, through a Rate Contract, to be signed initially for a period of One Year, with the provision of a review at the end of the first year, based on performance, for extension of contract for a further period of Two Years, under the same terms and conditions.

3. Upon completion of Contract period, based on review and mutually agreeable basis, the same Agreement may be extended further, on same rate, terms and conditions.

The Annual Report (S.No. 2, Category D) will be published simultaneously in English and Hindi.

4. The copyright of all works would remain with MP-IDSA.

5. . The publisher would be required to undertake the following tasks:

**For CATEGORY A (BOOKS)**

**(Buyback 200 copies unless otherwise specified)**

- All pre-press/ editorial work, including copyediting, proofing, indexing.
- Provide cover designs and a dummy of the publication for approval prior to bulk printing.
- Printing (as per agreed upon print run). Extra copies, if required, would be made available to the Institute at a discount of 40% on the retail price.
- Publish in a manner and style agreed between the Institute and the Publisher.
- Delivery of stocks to the MP-IDSA on agreed upon date.

**For CATEGORY B (REPORTS [Task Force / Project])**

**(Buyback 100 copies each unless otherwise specified)**

- All pre-press/ editorial work, including copyediting, proofing, indexing.
- Provide cover designs and a dummy of the publication for approval prior to bulk printing.
- Printing (as per agreed upon print run). Extra copies, if required, would be made available to the Institute at a discount of 40% on the retail price.
- Publish in a manner and style agreed between the Institute and the Publisher.
- Delivery of stocks to the MP-IDSA on agreed upon date.

**Detailed Specifications are given under Scope of Work in Annexure III**

**For CATEGORY C (MONOGRAPH / OCCASIONAL PAPER SERIES)**

**(Buyback 100 copies each unless otherwise specified)**

- Printing of Monographs / Occasional Papers
- Preparation of Dummy
- Delivery of stocks to MP-IDSA on agreed upon date.

**Detailed Specifications are given under Scope of Work in Annexure III**

**For CATEGORY D (ANNUAL REPORT)**

**(Buyback: English – 50 copies; Hindi – 20 copies)**

- Typesetting, Cover Designing, Preparation of Dummy and Delivery of Stocks on agreed upon date. MP-IDSA will provide Hindi translated version of Annual Report to the publisher.

**Detailed Specifications are given under Scope of Work in Annexure III**

6. **Termination of Contract:** The agreement / work order can be terminated by MP-IDSA or the contractor shall be required to give three-month advance notice in writing for termination of contract, failing which the security deposit shall stand forfeited. During the period of such notice, the performance of work shall not hamper and both parties continue to abide by their respective obligations. On termination of the contract for any reason whatsoever, the selected vendor will remove their personnel and material immediately from the premises of MP-IDSA.

7. **MOBILIZATION ADVANCE:** No mobilization advance shall be paid for the work.

8. **COMPLETION PERIOD:** The completion period as indicated in the Tender document is for the entire work of publication.

9. **VALIDITY :** The bid shall remain valid for 90 days from the date of opening of Price Bid.

**10. Payment Terms:**

- a. Statutory deduction of taxes will be made at source.
- b. 100% amount of the certified bill value shall be released within 30 working days after satisfactory supply of books and publications and on production of all required documents by the firm for the respective work order.
- c. No Interim payment shall be done as per the payment terms for respective work orders.

**11. Pre-qualification and Technical eligibility criteria:**

- (i) Bidder should have experience of at least 5 years in this field.
- (ii) The firm should have a minimum average turnover of Rs. 6 Lakhs per annum for the last three years. One similar nature of work where the agency is currently carrying out or has completed between March 2022 and March 2025, the said scope of services.
- (iii) Firm should produce completion certificate of similar works undertaken with Organizations/ Autonomous Bodies/Think Tanks.
- (iv) Proof owning well established Printing Press or proof of support of a panel of Printing Press.
- (v) The Publisher must be empanelled with the Directorate of Printing, Government of India under the 'A' Class Offset printers (copy to be enclosed).
- (vi) The Tenderer should have submitted the earnest money.
- (vii) The duly filled Tender document, signed and stamp on each page should be uploaded as per NIT before the last date of submission of bid.
- (viii) Copy of valid PAN
  - a) In case of limited/Pvt. Limited company- PAN should be in the name of company.
  - b) In case of partnership firm- PAN should be of firm only.
  - c) In case of sole proprietor firm- PAN should be either of sole proprietor or firm & in such case an affidavit is also to be submitted for sole proprietor of the firm.

(ix) Declaration w.r.t. GST- A self-declaration that the bidder is not black listed by GST authorities.

(x) Clear track record /non blacklist undertaking as per Annexure IV

(xi) **For MSME Bidder:-**

(a) If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the bidder.

(b) Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/ Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller(s) has/ have quoted price within L-1+15% of margin of purchase preference/ price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total. In this case tender may be cancel view nature of work not allow to perform the work.

Sno	Parameter	Minimum Requirement	Document attached (Page)
(a)	Work order	Exempted	
(b)	Completion certificate		
(c)	ITR last 5 years	Exempted	
(d)	PAN /GST	Required	
(e)	EMD	Exempted	
(f)	Average Annual turnover last 3 years	Exempted	
(g)	Firm GST registration number have valid HSN code w.r.t the similar nature of work	Required	
(h)	Clear track record certificate on Rs.100/- non judicial stamp paper as per <b>Annexure IV</b>	Required	
(j)	All documents including GeM ATC must be signed and uploaded on Portal, without signature/stamp documents shall not be considered during evaluation.	Required	
(k)	The Publisher must be	Required	

	empanelled with the Directorate of Printing, Government of India under the 'A' Class Offset printers (copy to be enclosed).		
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## 12. Evaluation of Financial Bid:-

- (a) The Financial Bid of those bidders who qualify in the Technical Bid, shall be opened online on GeM.
- (b) Bidders should mandatorily bid for all categories.**
- (c) Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after due procedure.
- (d) In case of a tie between L-1 Bidders, the two or more firms offering the same overall rates, the successful bidder will be the one whose turnover is higher than the other competitor (s) for last three financial years.

## 13. Discrepancies in Price Bid:

- (i) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Institute feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- (ii) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and
- (iii) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail. If the bidder does not agree to the observation of the Institute, the tender is liable to be ignored.

14. The selected Publisher will be responsible for receipt of the original manuscript and related material from the MP-IDSA.

15. All proofs duly corrected by the publisher up to final proof, made up dummies, layout, etc. should be made available at the MP-IDSA for approval.

16. The Tender Document can also be downloaded from the MP-IDSA website: [www.idsa.in](http://www.idsa.in) or as mentioned in NIT. The Tender Document must be deposited at the time of submitting the Tender.

17. The Publisher shall also be responsible for ensuring delivery of the final printed publications within the time specified, from the date of print order/approval from MP-IDSA. Charges for packing, forwarding and delivery shall be borne by the publisher.

18. The paper for printing is to be procured by the publisher and shall be as per the specifications indicated in this Tender. A sample of the paper proposed to be used will be required to be submitted in a prescribed manner along with the bid and would need to be certified by the publisher. The quality of paper and printing must be at par with the

specifications mentioned in this Tender Document otherwise the Tender Agreement may be cancelled immediately by the competent authority and appropriate action may be initiated against the publisher as per the norms and decisions taken by the competent authority.

19. A soft copy of each of the final printed publications will have to be submitted in PDF, HTML format.

20. **PENALTY CLAUSE.** A penalty of 5% (five per cent) of the ordered quantity of the job shall be charged from the publisher for per day delay. MP-IDSA will have the right to cancel/offload the work in full/part and get the same completed through an alternate source at the risk and cost of the successful bidder (publisher).

21. The publications shall be subject to inspection before delivery from the publisher. Publications, which do not conform to approved samples/ specifications, are liable to be rejected in full. The successful publisher will be required to replace the rejected publications at his cost and deliver them at the specified destination as per instruction given by the MP-IDSA.

22. All the pages of the Tender Form must be signed by the bidder or his/her authorized signatory with his/her rubber-stamp affixed onto it.

23. **Method of Selection:** L1 bidder shall be selected on the basis of bid which is found to be lowest in terms of overall total quoted amount.

24. **Award of the Work.** MP-IDSA will notify the name of the successful bidder in writing through a registered letter/email or fax about the acceptance of his/her Tender. The Letter of Acceptance will be treated as Contract.

25. **Earnest Money Deposit (EMD).** Bidders shall deposit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 12000/-** by demand draft in favour of **“MP-IDSA” payable at New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30<sup>th</sup> day after the award of the work. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be deposited by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

26. **Security Deposit** : On receipt of the Letter of Intent (LOI), the successful bidder shall furnish **Rs 50000/-** as security deposit in the form of Fixed Deposit Receipt from Nationalized Bank or Bank guarantee from Nationalised Bank in favour of **“MP-IDSA”** payable at New Delhi. The Security deposit shall be valid for a period of fourteen months beyond the contract period. The Security Deposit may be renewed based on renewal of Contract Agreement. After completion of contract period, if any over-payment is detected, MP-IDSA reserves the right to adjust the same from the Security Deposit. If any under-payment is detected, accounts shall be reconciled thereafter and balance payment shall be released to the firm.

27. **Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts,



that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Work order.

**28. Dispute Resolution.**

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General, MP-IDSA.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

**29. Jurisdiction of Court.** The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**PREQUALIFICATION INFORMATION  
LETTER OF TRANSMITTAL**

From:

To,  
The Associate Editor  
MP-IDSA

**Subject: PUBLICATION OF (1) SINGLE-AUTHORED AND EDITED BOOKS, (2) MONOGRAPHS / OCCASIONAL PAPERS, (3) REPORTS (TASK FORCE / PROJECT) AND (4) MP-IDSA ANNUAL REPORT (ENGLISH AND HINDI)**

Sir,

Having examined the details given in tender press Notice and tender document for the above work, I/we hereby submit the quotation and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms, **Annexure I, II, III, IV, V** and accompanying statement, are true and correct.
2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.
3. I/We submit the documents mentioned in Annexures I-V, duly signed and scanned.

Enclosures.

Seal of Applicant  
Date of Submission

Signature(s) of Applicant(s)

With seal

## Annexure III

### SCOPE OF WORK

Pub Type	Print Size (Inches)	Type of Bindin g	Pape r (Text )	Front Cover	Indexing	No. of Copie s	Timeframe
<b>CATEGORY A</b>							
<b>Books</b>	6x9	Hard, paste d board	90 gsm NS	300 gsm Art card, 4col Dust Jacket, Matt/Gloss/U V	Required	200	45 Days
<b>CATEGORY B</b>							
<b>Reports (Task Force /Project)</b>	8.5x11	Soft, Perfec t	100 gsm Matt Art	300 gsm imp matt art card (Magnomat t)4 col, Matt/Glossy	Optional	100	45 days
<b>CATEGORY C</b>							
<b>Monographs / Occasional Papers</b>	6x9	Soft, Perfec t	90 gsm High Bulk, NS	300 gsm Art Card, 4 col, Matt/Gloss y	Not Require d	100/100	15 days
<b>CATEGORY D</b>							
<b>Annua l Repor t</b>	6x9	Soft, Perfec t	100 gsm Super Sunshin e	300 gsm Art card,4col, Matt/Gloss y	Not Require d	50 (English) 20 (Hindi)	English –30 days; Hindi – 60Days

**Non Blacklisted Certificate**

**(To be provided on A non-judicial stamp paper duly notarized)**

I hereby certify that the above firm is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in any and every respect and in any case, if at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.

Email ID:

## FINANCIAL BID FOR PUBLICATIONS

Annexure V

### Online Price Bid (including GST)

<u>Sno</u>	<u>Description of Work</u>	<u>No. of Copies</u>  (A)	<u>No. of Pages (Approx.) Per Book</u> (B)	<u>Approx Qty of Book Per Year</u> (C)	<u>Rate per page (Rs)</u> (D)	<u>Amount (Rs)</u>  (AxBxCxD)
(i)	Category A <b>Books</b> as per scope of work	200	250	8		
(ii)	Category B <b>Reports</b> as per scope of work	100	150	3		
(iii)	Category "C" <b>Monograph Series</b> as per scope of work	100	110	8		
(iv)	Category "C" <b>Occasional Paper Series</b> as per scope of work	100	45	6		
(v)	Category "D" <b>Annual Report English</b> as per scope of work	50	100	1		
(vi)	Category "D" <b>Annual Report Hindi</b> as per scope of work	20	100	1		
<b>Total Amount (i+vi)</b>						

**Total Amount Quoted in words (Rupees) .....**

**Note.1.** The amount quoted should be inclusive of GST. Since, amount is inclusive of GST, the GSTN certification may be obtained from the bidders, **else an exemption certificate to that effect shall be provided by bidder.** Conditional Tenders will be rejected.

2. TDS & GST shall be deducted as per rules from the quoted amount and may be catered for while quoting the rates.

3. **Quantity of work can be increased or decreased depending upon the requirements.**

4. **Bidders should mandatorily bid for all categories.**

5. A soft copy of each of the finally printed publications should be available in PDF, HTML format.

6. No extra payment will be made for local delivery and packing/forwarding etc.

7. All the Publishers must have completed all existing taxable formalities covered under rules and laws put in force by the Government and must abide by the Rules and laws to be enforced by the appropriate authority for the publishing firm.

Signature of the Bidder	.....
Name of Contractor	.....
Name of the Firm	.....
Contact No.	.....
Date	.....