

HIGH COURT OF DELHI

(Delhi International Arbitration Centre (D.I.A.C.))

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Tender Notice

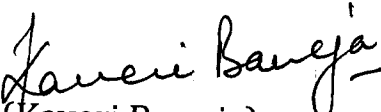
Subject: Printing of 'DIAC Journal of Arbitration' and DIAC Newsletter

Sealed and Superscribed quotations are invited for printing of our bi-annually Journal "DIAC Journal of Arbitration" for the year 2022 and DIAC Newsletter (Monthly w.e.f. January 2022). For specifications (Size, Cover, inside page/ paper, printing and binding qualities) of the Journal and Newsletter, the interested firm may visit the DIAC (with one day prior request) on any working day from 11.00 am to 4 pm to physically see and examine the specimen copy of the current journal and newsletter till 30/10/2021.

- The Inside pages will contain running matter, tabular data, photo illustration, statistical data, etc. The Journal will have multi-colour pages containing photographs / graphs etc. randomly spread in each issue.
- The Newsletter will contain the running text matter, tabular data, photographs, graphs, and statistical data. The Newsletter will have to be printed in colour (4 colour)
- The materials for printing will be provided by DIAC in soft form (MS Word/Excel/Image formate e.g. JPEG, BMP, etc.) along with a hard copy. The printing firm will have to make up the pages and give us initially black & white proof and later final colour dummy proof for approval. The job involves preparation of layout, DTP, designing the cover, processing and printing the Journal/ Newsletter including the cover (in case of Journal), gloss lamination (in case of Journal), perfect binding and supply the printing Journal/ Newsletter at DIAC. The firm has to provide a soft copy (PDF File) of each issue of Journal as well as Newsletter to the DIAC. Kindly quote in the following format only.

TERMS AND CONDITIONS

1. Paper samples (for Cover and Inside Pages) for both Journal and Newsletter should be enclosed with the quotation. Quotation without paper samples will be rejected.
2. An Earnest Money Deposit (E.M.D.) of Rs. 10,000/- (Rupees Ten Thousand only) by Demand Draft/Cheque in favour of "Delhi International Arbitration Centre " payable at par at New Delhi is to be submitted along with the quotation. Quotation received without E.M.D. will be rejected. E.M.D. will be returned to the unsuccessful tenderers/firms.
3. The tender is valid for **One year** from the date of opening the quotation.
4. The tender should be sealed in an envelop and addressed to the Coordinator, Delhi International Arbitration Centre, Delhi High Court , New Delhi- 110503 so as to reach at this Centre on or before **23.12.2021 till 5 p.m.** along with sample papers and the Earnest Money Deposit (EMD) of ₹ 10,000/- in the form of Demand Draft/ Banker's Cheque in favour of the Coordinator, Delhi International Arbitration Centre. The tenders received after the due date shall not be considered.
5. The tender documents can be download from the DIAC website i.e. <http://dhcdiac.nic.in>.
6. The Competent Authority of this Centre reserves all the right to annul any or all tenders without assigning any reason and the decision will be final and binding on the bidders.
7. Settlement of disputes, if any arising out of the contract shall be as per the Arbitration and conciliation Act, 1996 at the DIAC.
8. Over writing/ over typing or erasing is not allowed and shall render the quotation invalid.
9. All the page of the Tender shall be signed by the bidder with their firm seal.
10. It is to be clearly noted that the **Conditional Bids shall not be considered.**


(Kaveri Baweja)

Co-ordinator cum Registrar

Delhi International Arbitration Centre

Delhi High Court, New Delhi

Part-A

S. No.	Details	Description
1.	Name and Address of Printing Firm	
2.	Name of authorised contact Person Mobile Number: Telephone No. Fax: E-mail:	
3.	Traders Identification Number/ GST No.	
4.	Date of inception of bidder (please furnish the copies of annual return, balance sheet and Income Tax clearance certificate for the last three assessment years)	
5.	Number of similar works undertaken in the past five years with names of Institution and work satisfactory report from the competent authority from the Institutions where the work completed (pl. attach sample copy)	
6.	Minimum time period/ days required to print the Journal/ Newsletter after providing the materials	

(Name and Signature of the Tenderer/ Authorised Person)

Date:

Seal of the Firm:

Part- B

S. No.	Particulars	Rate
1.	Rate of printing & binding charges of 700 copies of the Journal as per the prescribed aforesaid specifications (excluding GST)	
2.	Rate of printing & binding charges of 500 copies of the Newsletter as per the prescribed aforesaid specifications (excluding GST)	
3.	Rate of Additional Copies, if required (excluding GST)	_____/100 additional copies

All the terms and conditions of DIAC mentioned in the tender document are acceptable and agreeable by the undersigned on behalf of the firm/ tenderer.

(Name and Signature of the Tenderer/ Authorised Person)

Date:

Seal of the Firm: