



செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்

(தன்னாட்சி நிறுவனம், கல்வி அமைச்சகம், இந்திய அரசு)
செம்மொழிச் சாலை, பெரும்பாக்கம், சென்னை - 600100

CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An Autonomous Institution under the Ministry of Education, Government of India)
Chemmozhi Salai, Perumbakkam, Chennai - 600100

Quotation No.10

Date: 08-01-2026

Invitation of bids for printing, Binding and Supply

CICT is intending to print the following publications as per the specifications given below. Please quote the rates in the prescribed Proforma. The technical specifications of the books to be printed are as furnished in Annexure-I.

1. Book Size : 1/4th Crown 18 CM x 24 CM
2. Inner 4 Books : Multicolor Printing 80 GSM White Maplitho Paper
3. Inner 1 Book : Single Color Printing
4. Finish : First 4 Books – Direct Perfect Binding
5. 1 Book : Saddle Stitch Centre Stapled Binding
6. Wrapper : 250 GSM Art Board with Multicolor Printing
Matt Lamination
7. Time Schedule : 7 days from the date of issue of final order (The
L1 Printer has to provide a dummy copy initially
for proof checking)

Quotation Format:

Sl.no	Text Name	Base Price	GST	Total
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The last date for receipt of quotations is **19-01-2026**. The quotations will be opened on the same day.

S/d
REGISTRAR



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Annexure- I

Book List

Sl.no	Text Name	Total Pages	No. of Copies	Book Size
1.	Book Volume - 1	52	3000	1/4 th Crown
2.	Book Volume - 2	104	3000	1/4 th Crown
3.	Book Volume - 3	76	3000	1/4 th Crown
4.	Book Volume - 4	60	3000	1/4 th Crown
5.	Book Volume - 5	76	3000	1/4 th Crown

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Terms & Conditions

1. The quotation must specify the period within which the supply could be effected from the date of receipt of firm orders.
2. Quotation received after the due date will not be considered.
3. Your quotation for materials should be strictly in accordance with the specifications shown. In case if you are offering substitutes, state clearly the exact specification etc., of the materials to be printed.
4. The price quoted should be inclusive of all charges the packing costs and it will be assumed that packing materials (cases etc.) are non-returnable unless otherwise stated and should also include delivery charges.
5. The price quoted by you should be inclusive of all taxes.
6. **Earnest Money Deposit (EMD) 3%** on price quoted by you should be enclosed along with your quotation.
7. The Director reserves the right to accept the whole or part of any quotation without assigning any reason and the lowest or any quotation will not necessarily be accepted. The director's decision shall be the final.
8. A sample copy of the printed book and the cover shall be submitted to the Institute and get approved before Final Printing.
9. THE PRINTED BOOKS AS PER SPECIFICATION SHOULD BE DELIVERED TO DIRECTOR, CICT WITHIN **TEN WORKING DAYS** FROM THE DATE OF ISSUE OF WORK ORDER IN GOOD CONDITION.
10. If it is discovered that the materials supplied are not exactly according to our specification, the entire stock will be rejected without any reason.
11. The Institute reserves the right to inspect the goods offered at any stage of manufacture / supply at your premises.
12. Any dispute arising out of or relating to this enquiry shall be deemed to have arisen in Chennai and is subject to adjudication of the Chennai courts.
13. Rates quoted once will remain firm for that particular dealing.
14. The quotation should be kept valid for a period of 7 days from the date of opening for acceptance.
15. Payment will be made after confirmation on receipt of the materials in good condition at this institute (normally within 10 days). Advance payments will not be entertained at any circumstances.
16. The sample book format already printed by the printer has to be sent along with the quotation.
17. Xerox copy of GST Registration Number and PAN must be furnished along with your quotation.
18. The price accepted by the director is final, and no deviation from it will be accepted without the Director's agreement in writing.

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