

BILL OF QUANTITY

Sr. No.	Descriptions	Quantity	Unit	Rate (in Rs.)	Total Amount (in Rs.)
1	I. Printing of Annual Administration Report for the year 2023-2024 in bilingual (Hindi & English) on both sides in multicolour. II. Size of publication Length - 28.5 cm X Width - 21.8 cm III. Title Pages (04 nos.) (Front & Back both sides multicolour) Paper: 250 GSM Art card paper.	140 books (Each book containing upto 200 pages including charts, graphs, drawings, etc)	1 Book		
	IV. Outer Cover (Front & Back): Matt with UV spot lamination with photographs. V. All the inside pages (200 pages approx. i.e. both sides will be multi-coloured section-wise binding, 130 GSM) containing graphs, drawings, charts etc.				
2	Additional page, if any		Per page		

NOTE: - RATE SHOULD BE EXCLUSIVE OF GST. GST WILL BE PAID AS PER ACTUAL AT APPLICABLE RATES.

TOTAL AMOUNT IN WORDS :

(RUPEES _____ ONLY)

Encl.: Terms & Conditions

**Seal & Signature
of Contractor**

**Dy.Secretary
Deendayal Port Authority**

TERMS & CONDITIONS

1. The materials covered under Item No.1 and 2 and the charts shall be arranged and bound together as directed.
2. The photograph for the cover page supplied by Deendayal Port Authority (DPA) has to be enlarged suitably to make the required size for the cover page.
3. The work shall be completed within 15 (fifteen) days from the date of approval of the proof.
4. The proof shall be supplied within 05 (five) days from the issue of Work Order and supply of the matter to be printed.
5. The materials for printing shall be collected personally from G. A. Department of DPA at A.O. Building, Gandhidham.
6. The printed materials shall be delivered in A. O. Building, Gandhidham, in good condition within 15(fifteen) days from the date of final approval of the proof copy.
7. The material / data for printing will be supplied in pen-drive which shall be returned after completion of work.
8. The sample of Administration Report can be seen during office hrs. on any working day before quoting the rates.
9. If during execution any variation in quantity felt absolute necessary, the same shall be done with prior approval of competent authority and shall be considered by Deendayal Port Authority and will be limited to + 30%.
10. Income Tax and surcharge as applicable will be deducted from the bill, while making payment to the contractor for carrying out the work and only net amount shall be paid to the contractor.
11. The contractor shall quote the price exclusive of GST. The contractor shall quote prevailing GST rate separately, which shall be reimbursed by D.P.A. after ascertaining necessary compliance as per Goods & Service Tax, 2017. All other duties, cesses applicable if any, shall be borne by contractor.
12. Liquidated damages shall be levied at the rate of 0.50% (per week/ part thereof) of contract value for delay of each week or part thereof subject to maximum of 10% of contract value in the event of failure to complete the work in the stipulated period of completion of such extension as may be granted.

**Signature with Seal
(Contractor)**

**Dy.Secretary
Deendayal Port Authority**