

## **Terms & Conditions**

- 1) Rates for A5 will be counted as half of A4 and rates for A3 will be counted as double of A4.
- 2) Quantities are indicative only. The work load is spread over entire contract period of 2 years and there is no guarantee of minimum work load.
- 3) Data transfer for soft copy inputs will be through email or FTP. Vendor need to provide static IP address to facilitate data transfer from URSC servers. The vendor has to collect hard copy inputs from URSC.
- 4) The vendor shall deliver the finished items at URSC and when asked on all working days and in case of urgency on holidays also. The delivery shall be completed within 3 working days from the date of receiving work-order.
- 5) **Contract period is for Two years, extendable by one year on mutual consent.**
- 6) The finished items will be accepted on inspection with respect to specification.
- 7) Payments will be made monthly once for accepted items.
- 8) Separate work order will be issued each time indicating the work requirement, quantity and the delivery schedule.
- 9) Provide your company profile and contact details with telephone numbers, email.
- 10) Provide reference names of customers where similar work is being carried out.
- 11) **L1 will be arrived after taking indicative quantity of all items of sl. no. 1-12 into consideration.**
- 12) Quote taxes separately.
- 13) Rates quoted must include all consumables, labor charges and delivery to URSC.
- 14) **Party shall quote for all the items as mentioned in sl. no. 1-12. Partial quotes will be rejected.**
- 15) QUALITY is the essence of the proposed Rate Contract. URSC reserves the right to terminate the contract if the quality of products supplied is consistently poor.
- 16) Secrecy and Non-Disclosure Agreement: The Vendors shall use the documents, drawings, other soft/hard copy data and information received from the URSC solely for purpose of performing and carrying out the services and work on his part under the Contract and shall not disclose the same to any other person and shall maintain utmost Secrecy. The documents, drawings and other data, information's received from URSC shall not be used by the Contractor for any other purposes other than for executing this Contract. This provision of the Contract shall be in force even after expiry of the Contract.
- 17) The Vendor must have the facility in Bangalore in close proximity to URSC with minimum infrastructure as mentioned below for efficient delivery and pickup of items. URSC may visit service provider's office/facility to ascertain the same during bid evaluation.

Sl No	Facility Description
1.	Computers for firing printing job
2.	Multi-color printing machine
3.	Die-cutting Machine
4.	Foil printing/Embossing Machine
5.	Perfect binding Machine
6.	Punching machine
7.	Section sewing Machine
8.	Hot / Cold Lamination Machine
9.	Perforation Machine