



Email: [cswriavikanagar@yahoo.com](mailto:cswriavikanagar@yahoo.com) दूरभाष : 01437-220177 फ़ैक्स नं. 91-01437-220163

भा.कृ.अ.प.-केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान

अविकानगर, तह0 मालपुरा, जिला-टोंक (राजस्थान) - 304501

**ICAR-Central Sheep & Wool Research Institute**

**Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) - 304501**



**REGISTERED**

दिनांक: 1.06.2016

क्रमांक: 6(180)एसपी / 2008 / पार्ट-प्रथम /

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JAIPUR EDITION IN HINDI	DELHI EDITION IN HINDI

Subject : PUBLICATION OF NOTICE INVITING TENDER .

Dear Sir,

I am directed to request you to please arrange insertion of the enclosed **NOTICE INVITING TENDER** in your esteemed newspaper as per instructions given below.

- a) Date of Insertation : As early as possible
  - b) Edition : As above
  - c) Space : Minimum possible
  - d) Position : **NOTICE INVITING TENDER**
- Scheduled date should be adhered-to-strictly.
- Matter should be typed solid in the smallest type available with you so as to ensure that the space used in irreducible minimum.
- One copy of the newspaper should be sent immediately after insertion of the NOTICE INVITING TENDER.** Insertion will be rejected for bad print, errors omissions or other defects.
- Bill duly Pre-receipted (stamped) in triplicate in the name of the Director, CSWRI, Avikanagar be sent for arranging payment.** Voucher copy of the newspaper should be enclosed with the bill.
- Certificate to the effect that the rates charged in the bill are in accordance with the rates approved by DAVP, New Delhi, should be recorded on the bill. A copy of the rates approved by DAVP, New Delhi is enclosed with the bill.

If you cannot insert the matter with in the specified time due to one or other reason, it may be informed to this Institute immediately for our information.

नोट: कृपया हिन्दी/अंग्रेजी रूपान्तरण अपने स्तर पर करने का श्रम करें।

Yours faithfully,

Encl. As above:

Asstt. Administrative Officer(P)

Copy to:-

- Admn-II Section
- Audit Section
- Store Section
- Advertisement file No.6(187)SP/2008
- Concerned Division / Sections for further necessary action
- I/c AKMU for upload on Institute website & Central Public Procurement Portal please
- All concerned file
- All notice boards.
- Director for information pls.
- Vigilance Officer



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### निविदा सूचना

सचिव भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की ओर से निदेशक, केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान, अविकानगर द्वारा पब्लिकेशन प्रिन्टिंग से संबंधित कार्य को रेट कोन्ट्रैक्ट के आधार पर करवाने के लिये सम्बन्धित पंजिकृत फर्मों से मुहरबन्द निविदा (तकनीकी एवं वित्तीय निविदा अलग-अलग) आमन्त्रित की जाती है। निविदा सूचना से संबंधित विस्तृत विवरण, जानकारी, निविदा प्रपत्र, नियम व शर्तें आदि संस्थान की वेबसाईट [www.cswri.res.in](http://www.cswri.res.in) & [www.e-procure.gov.in](http://www.e-procure.gov.in) पर उपलब्ध है। इच्छुक निविदादाता संस्थान की वेबसाईट/सी.पी.पी. पोर्टल से निविदा प्रपत्र डाउनलोड करते हुये मय निविदा शुल्क रूपये 1000.00 बैंकर्स चैक/डी.डी. व डाक द्वारा मगंवाने पर रूपये 1050.00 मय अमानत राशि रूपये 10,000.00 के सभी वांछित दस्तावेजों के अन्तिम तिथि दिनांक 22.06.2016 को अपराह्न 01.00 बजे तक जमा करा सकते हैं।

सहायक प्रशासनिक अधिकारी, क्रय

## TENDER PORTION

दूरभाष : 01437-220177  
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**भा.कृ.अ.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान**

अविकानगर, तह0 मालपुरा, जिला—टोंक (राजस्थान) — 304501

**ICAR-Central Sheep & Wool Research Institute**

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दिनांक: 01.06.2016

निमित्त \_\_\_\_\_  
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विषय— पब्लिकेशन प्रिन्टिंग से सम्बन्धित कार्य हेतु लिमिटेड टेण्डर आमंत्रित करने बाबत।

महोदय,

उपरोक्त विषयान्तर्गत आपको सूचित किया जाता है कि सचिव भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की ओर से निदेशक, केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान, अविकानगर में पब्लिकेशन प्रिन्टिंग से संबंधित कार्य को रेट कोन्ट्रैक्ट के आधार पर करवाने के लिय विभिन्न प्रिन्टिंग से सम्बन्धित पंजिकृत फर्मो से मुहरबन्द निविदा (तकनीकी एवं वित्तीय निविदा अलग-अलग) आमन्त्रित की जाती है। जिसका विस्तृत विवरण, जानकारी, लिमिटेड टेण्डर/कंटेनर प्रपत्र, नियम व शर्तें आदि संस्थान की वेबसाइट [www.cswri.res.in](http://www.cswri.res.in) & [eprocure.gov.in](http://eprocure.gov.in) पर उपलब्ध है।

अतः आपसे अनुरोध है कि इच्छुक निविदादाता संस्थान वेबसाइट [www.cswri.res.in](http://www.cswri.res.in) & [eprocure.gov.in](http://eprocure.gov.in) से लिमिटेड टेण्डर प्रपत्र डाउनलोड करते हुए मय निविदा शुल्क रूपये 1000.00 बैंकर्स चैक/डी.डी. व डाक द्वारा मगवाने पर रूपये 1050.00 मय अमानत राशि रूपये 10,000.00 के सभी वांछित दस्तावेजों के अन्तिम तिथि दिनांक 22-06-2016 को अपरान्ह 1-00 तक जमा करा सकते है। निविदा शुल्क, अमानत राशि व सभी दस्तावेज तकनीकी निविदा के साथ संलग्न किये जावे। तकनीकी निविदा उसी दिन (अन्तिम तिथ को) अपरान्ह 3-00 बजे समक्ष अधिकारी महोदय द्वारा गठित समिति के द्वारा निविदा प्रस्तुत कर्ताओं की उपस्थित में खोला जावेगा।

निर्धारित तिथि व समय के उपरान्त प्राप्त निविदाओं पर विचार नहीं किया जावेगा और नही किसी भी प्रकार की देरी के लिए संस्थान जिम्मेदार होगा।

भवदीय,

सहायक प्रशासनिक अधिकारी,कय



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**ICAR-Central Sheep & Wool Research Institute**

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क्रमांक: 6(180)एसपी / 2008 / पार्ट-प्रथम /

दिनांक: 1.06.2016

### **TENDER FORM**

- 1 Sealed Tender for entering into Annual Rate Contract for printing of various CSWRI publications in English and Hindi is invited in two bid system i.e. Technical and Financial bid separately on behalf of the Secretary Indian Council of Agricultural Research as per schedule attached for a period of one year from the date of award of the rate contract extendable upto three years subject to performance review, on an annual basis on mutual consent.
- 2 Preparation of Tenders: The Tender documents comprising the tender form the schedule and the annexure referred to therein are provided herewith. Any form, of overwriting or use of more than one ink in the tender will disqualify the tender and such tenders are liable to be ignored. Also a tender is liable to be ignored if complete information as required therein is not filled in. The rates quoted should be strictly in accordance with the specifications given in the tender form. The rates should be quoted duly neatly typed both in words and figures.
- 3 Delivery of Tender: All tenders should be addressed to the Director, ICAR-CSWRI, Avikanagar, Tehsil Malpura, District Tonk, Rajasthan-304501 and should ordinarily be deposited in the Tender box kept in the office of the AAO(SP), Office Building of ICAR-CSWRI, Avikanagar for the purpose. Tenders can also be sent by registered post but this will be at the risk and responsibility of the tenderers themselves. However, such tenders as sent by post, duly sealed, subscribed and addressed as indicated above, should be made to be delivered to the Director, ICAR-CSWRI, Avikanagar, Tehsil Malpura, District Tonk, Rajasthan-304501. No responsibility whatsoever will be accepted with regard to postal delays or for wrong delivery of the tender sent by post. Tenderers are, therefore, advised to ensure that the tenders are deposited in the tender box or delivered as above before the last date and hour specified for receipt of tenders.
- 4 **i) Bid Security/Earnest money:** The bidder shall furnish Bid Security/EMD for Rs. 10,000/- alongwith its bid. The Bid Security shall be furnished in the form of DD in favour of ICAR UNIT CSWRI payable at S.B.B.J., Malpura (10088) Distt. Tonk (Raj.) The tender may not be considered if the earnest money is not sent with the tender. No request for transfer of any previous deposit of earnest money will be entertained. The Bid Security shall be valid for a period of 120 days beyond the validity period of the bid.

It is understood that the tender document has been issued to the tenderer/Quotationer and the tenderer/ Quotationer is being permitted to tender in consideration of the stipulation on his part that after submitting his tender he will not resale from his after or modify the terms and conditions thereof. Should the tenderer/quotationer fail to observe/comply with the foregoing stipulation, the aforesaid amount will be forfeited to the ICAR. In the event of the offer made by the tenderer not being accepted the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same in the manner prescribed by the ICAR.

Bid Security/Earnest Money of a Bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the Bid in any respect within validity period.

**ii) Price structure:**

- a. The ICAR Research Institutes are exempted from Excise and Customs Duties on Research Consumables, vide Notification No. 10/97-CE dated 01.03.1987 (as amended by 16/07-CE) and Notification No. 51/96- Customs respectively. However, for the ICAR Institutes to avail the aforesaid Duty Exemption benefits, the Prices are required to be quoted by Manufacturers preferably on Ex-Works basis, without including any Excise/Customs Duty component. Freight & Transit Insurance are required to be quoted extra, as per actual, for insured transportation from Ex-Works to Destination.
- b. Alternatively, however, the Authorized Dealers/Retailers may quote their most competitive FOR prices, with maximum possible Dealer's Special Discount.
- c. **The rates and prices quoted shall be in Indian Rupees only.**
- d. All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price; The purchaser will not pay any such duties, taxes and levies separately. However, Sales Tax as legally and contractually leviable, will be quoted separately by indicating the nature and the current rate of Sales Tax, as applicable at the time of quoting. The Sales Tax will be paid extra at actual at the time of supply, provided the transaction of sale is legally liable to States Tax and the amount of the Sales Tax is contractually payable. If the supplier in its quotation does not ask for Sales Tax extra, the same shall not be paid even if it asks for the same at a later date.
- e. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any. "However, Sales Tax will be paid extra as per provision under Clause viii (c) above"
- f. For Imported items the rate should be quoted on FOB basis and CIF basis separately. The rate of custom duty in terms of percentage of exact amount must be shown for each item. The packing forwarding, loading, unloading and other incidental charges by whatever name they may be known should be quoted/shown separately otherwise it will be presumed that rate quoted are inclusive of all charges.

**iii) Paying Authority:**

Director/Finance & Accounts Officer, Central Sheep & Wool Research Institute, Avikanagar Tehsil Malpura Distt. Tonk (Rajasthan)

**iv) Liquidated Damage Clause:**

If any time during the performance of contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing in amendment to the contract. If the supplier fails to deliver the goods and/ or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of the delayed goods or services).

Further, during such delayed period of supply and/ or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser's letter (to the supplier, with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

- v) **Performance Security Money:** Within twenty one days after the issue of notification of award/purchase order, the supplier shall furnish performance security to the purchaser for an amount equal to 10% of the value of the contract in the form of Account Payee demand Draft drawn in favour of ICAR UNIT CSWRI payable at SBBJ, Malpura (10088) or FDR valid up to sixty days after the date of completion of all contractual obligations by the supplier, including warranty obligations and will to sign an agreement before execution of work. In case of imported items, L.C. will generally be opened on 90% for FOB value and balance 10% will be paid in Indian Rupees. The Indian agent should be registered with the DGS&D and copy of registration should be enclosed alongwith tenders. In the event of non-deposition of the same, the earnest money will be forfeited. The Performance security will be refunded only after six month of successful completion of contract/warranty and no interest on security and earnest money deposit shall be paid by the Institute to the tenderer.

5. **SIGNING OF TENDER:**

- (a) The tender is liable to be ignored if complete information is not given therein or the particulars and date, if any, asked for in the schedule to the tender are not fully filled in. Specific attention must be paid to delivery dates and also to the general condition of the contract would be governed by them.
- (b) Individual signing the tender or other documents connected with the contract must specify whether he sign as:
- (i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
  - (ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration dispute concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
  - (iii) Constituted attorney of the firm if it is a company.
  - (iv) Each page of the tender, schedule to tender and annexure, if any, should be signed by the tenderer.

6. **OENING OF TENDERS:**

You are at liberty to be present or authorise your representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending to opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative. If any.

7. **SAMPLES:**

Tender samples are required duly sealed under cover only. **Quotation/tender without samples when specifically called for are liable to be ignored** When sealed pattern are mentioned in the schedule to tender specification. Certified sample thereof, may be seen at the place stated in the schedule to tender and should be examined by a competent person on your behalf. (who should take this invitation with him) before the tender is submitted.

8. **RIGHT OF ACCEPTANCE:**

This office does not pledge itself to accept the lowest or any tender and reserves itself the right of acceping the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rates quoted. You are liberty to tender for the whole or any portion or the state in the tender that the rate quoted applies only if the entire quantity is taken from you.

9. **You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.**

- a) At the time of awarding the contract the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods, services as specified in the List of requirement, without any change in the unit price or other terms & conditions.
- b) **Please furnish a certified copy of your latest ITCC(Income Tax Clearance Certificate)**
- c) **Copy of Sales Tax Registration Certificate/TIN/VAT/LST must be enclosed with Technical bid.**
- d) **Annual Turnover should be minimum Rs.1.00 crore (Rupees one crore) for the last two years.**
- e) **Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.**
- f) **Please state whether business dealing with you presently stand banned by any Govt. organization, and, if so, furnish relevant details.**
- g) **A supplier shall not submit more than one quotation for the same set of goods.**
- h) **A supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.**
- i) The quotation(s) as well as the contract shall be written in English language. All the correspondence and other documents pertaining to the quotation(s) and the contract which the parties exchange shall also be written in English.

The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi Language provided that the same is accompanied by and English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.

- j) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - k) The quotation/offer shall remain valid for acceptance for a period not less than 120 days after the specified date of opening of the offers.
  - l) The successful bidder will have to deposit Performance Security equal to 10% of the ordered value of Goods, in the shape of Demand Draft in favour of ICAR Unit CSWRI, Avikanagar payable at S.B.B.J. (10088) Malpura.
10. The quotation shall be sealed in an envelope. The envelope shall be addressed to **DIRECTOR CSWRI, AVIKANAGAR** and should also bear the **Tender enquiry F. No. 6(180)एसपी/2008/पार्ट-प्रथम/ Limited Tender for rate contract of publication printing work** and the words “ DO NOT OPEN BEFORE 22.06.2016 at 3.00 PM” (\* The time and date of opening of the tenders). This envelopes should them be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders. The supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.
11. The tenders, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and/or sent as above.
12. The tenders, which are received on time (as per above), will be opened at purchaser's at 3.00 P.M. on as per mentioned in the tender (dates). The purchaser will open the tenders in the presence of the tenderers' duly authorized representatives, who choose to attend the tender opening.

13. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
14. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annual tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
13. In case the tenderer wants to furnish in a separate covering letter any additional information/particulars of quoted conditions (e.g. those relating to allowance, discount and rebate etc.) which cannot be accommodated in the tender form by means of a note. Indication to the effect must be mentioned in the tender form. In the absence of such indication in the tender form, the contents of the covering letter will be ignored in consideration of tender.
14. The rate for the items required in accordance to the specifications mentioned in the tenders will only be considered otherwise the same will be rejected.
15. The tender must be submitted in two bid system i.e. Technical and Financial Bids separately in two sealed envelope. The financial bid is also to be submitted along with the Technical bid in two separate sealed envelopes i.e. one for technical and another for Financial Bids clearly specifying the Technical Bid and Financial Bid and then both should be kept in one sealed cover. First Technical bid will be opened. Financial bid of technically qualified bidders will only be opened.
16. A sample of the item should be first got approved before supply of the entire quantity.
17. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure-

You are also required to return this original tender enquiry (all the pages); as it is duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

18. **In order to make e payment the following information is required to be depicted in the quotation letter:**
  - 1. Name of the Organization/Supplier/Contractor with full address.**
  - 2. Name of Bank, Branch Code with full address**
  - 3. Account Number & Type of Account.**
  - 4. IFSC Code (Indian Financial System Code)**

Note : The Tender forms are available on our Web Site- [www.cswri.res.in](http://www.cswri.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) and can be downloaded. Pay order/DD in favour of the ICAR Unit CSWRI, Avikanagar for Rs.1000/- (One Thousand only) payable at SBBJ Malpura must be submitted with the tender if the downloaded form is used.

Asstt. Administrative Officer



**Technical Bid**

Minimum requirement for empanelment of Offset Printers

1. The firm should have four colour offset machine of 20" ×30" size at least 2010 or above model on his firm name or self or partner name copy enclosed.
2. Computer to Thermal Plate making Technology (CTP)
3. Drum Scanning/high end resolution flatbed scanner and plating facilities
4. Complete processing equipment/Image setter (optional)
5. Computers system
6. Complete plate making unit
7. Complete binding machinery i.e.
  - (i) Automatic folding machine
  - (ii) Thermal laminating m/c
  - (iii) Section sewing machine
  - (iv) Perfect binding machine (Minimum three clamps)
  - (v) Programme cutting machine
  - (vi) Shrink Packing Machine
8. High speed Internet connectivity
9. The equipment and machinery should be under one roof.
10. The firm should have 2 years experience of producing quality publications; i.e., Books, Magazine and Journals of Govt. & Public undertaking organizations. And minimum 10.00 Lakhs work orders copy enclosed.
11. The press should have necessary Press Registration certificate.
12. The firm should be located in conforming area.
13. Income tax return of last 2 years duly certified by the CA
14. Annual turnover containing trading and profit and loss account and balance sheet duly certified by CA minimum Rs.1.00 Crore for the last two years.
15. Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in the form of Bank Draft/FDR/Bank Guarantee from commercial Bank drawn in favour of the ICAR Unit CSWRI, Avikanagar payable at SBBJ Malpura.
16. Copy of ITC/Trade Registration Certificates
17. Copy of Sales Tax Registration Certificate/TIN/VAT/LST/CST
18. Copy of PAN card in firm or proprietor name



दूरभाष : 01437-220177  
फैक्स नं. 91-01437-220163  
**भा.कृ.अ.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान**  
अविकानगर, तह0 मालपुरा, जिला—टोंक (राजस्थान) — 304501  
**ICAR-Central Sheep & Wool Research Institute**  
Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



क्रमांक: 6(180)एसपी / 2008 / पार्ट—प्रथम /

दिनांक: 01.06.2016

**TENDER NOTICE**

Sealed tenders are invited by the Director, ICAR-CSWRI on behalf of the Secretary, ICAR for the Rate Contract for Printing of CSWRI Publications. Tender Document containing detailed terms and conditions can be downloaded from the CSWRI Website [www.cswri.res.in](http://www.cswri.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in)

Tender Fees	:	Rs.1000/- (Rs.1050/- by post)
Earnest/Bid Security	:	Rs.10,000/- (As per mentioned in the Limited tender)
Date & Time of Receipt of tender	:	22.06.2016 up to P.M. 1.00 PM
Date & Time of Opening of Tender	:	22.06.2016 at 3.00 P.M.

The tender shall remain open for acceptance till: 120 days from the date of opening

**Asstt. Admn. Officer(P)**

**Financial Bid Document****(1) Type setting**

	<b>Type setting</b>	<b>With soft copy</b>	<b>Without soft copy</b>
1	Page of 10-14pt text English (Per sq. cm)		
2	Page of 10-14pt text Hindi (Per sq. cm)		
3	Designing of cover page ( front and back)		

**(2) Paper for text and cover (130 and 300 gsm)**

	<b>Specification of paper /card</b>	<b>Rate (Rs/kg)</b>
1	<b>Maplitho Printing Paper</b>	
A	Super Printing Paper (Bilt)	
B	T.A Deluxe Printing Paper (Bilt)	
C	S.S Maplitho (SHB)	
2	<b>Art Paper (Glossy/Mat finish)</b>	
A	Magno Star Paper	
B	Euro Coat Paper	
C	Sinarmas Paper (Bilt)	
D	Plastic Coated Paper	
3	<b>Art Card (Glossy/Mat finish)</b>	
A	Magno Star	
B	Euro Coat	
C	Sinarmas (Bilt)	
D	Plastic Coated Card	

**(3) Printing of text (The rate inclusive of cost of Plate making directly from computer and Printing) (Per Colour for four colour printing) / Positives by P.S. Plates for B/W printing)**

	<b>Size of publication</b>	<b>Four colour by CTP Technology</b>		<b>B/W-from Positives by P.S. Plates</b>	
		Per forme of 4 pages per colour per 1000	Per forme of 2 pages per colour per 1000	Per forme of 4 pages per colour per 1000	Per forme of 2 pages per colour per 1000
1	Demy Quarto (23"x 36"/8) Uncut size: 9" x 11½" and Cut size: 8½" x 11"				
2	Royal Octavo (20"x 26"/8) Uncut size : 6½" x 10" and Cut size : 6¼" x 9½"				
3	Crown Quarto (20"x30"/8) Uncut size : 7½" x 10" and Cut size : 7¼" x 9½"				
4	Demy 16 M.O. (23"x36"/32) Uncut size : 4½" x 5¾" and Cut size : 4¼" x 5¼"				
5	Crown Octavo (20"x 30"/16) Uncut size : 3¾" x 10" and Cut size : 3½" x 9½"				

**(4) Printing of cover in four colour by CTP Technology (Computer to plate) (The rate inclusive of cost of Plate making directly from computer and Printing) (Per Colour)**

	Size of publication	Four colour by CTP Technology	
		Per forme of 4 pages per side per colour per 1000	Per forme of 2 pages per side per colour per 1000
1	Demy Quarto (23" x 36"/8) Uncut size: 9" x 11½" and Cut size: 8½" x 11"		
2	Royal Octavo (20" x 26"/8) Uncut size : 6½" x 10" and Cut size : 6¼" x 9½"		
3	Crown Quarto (20" x 30"/8) Uncut size : 7½" x 10" and Cut size : 7¼" x 9½"		
4	Demy 16 M.O. (23" x 36"/32) Uncut size : 4½" x 5¾" and Cut size : 4¼" x 5¼"		
5	Crown Octavo (20" x 30"/16) Uncut size : 3¾" x 10" and Cut size : 3½" x 9½"		

**(5) Lamination**

	Specification of lamination	Rate (Rs / copy)
	Glossy (Thermal)	
	Matt	

**(6) Binding**

	Specification of binding	Rate (Rs / copy)			
		Up to 50 pages	Up to 100 pages	Up to 200 pages	>200 pages
1	Glue binding				
2	Stich with thread				
3	Stitching by wire staples				

**Note:**

- 1. Rate(s) should be quoted as per size & weight of paper only. If the paper & job is not received as per specification, the job shall be rejected or necessary deduction shall be made in the bill as a whole or part of spoilage/damaged.**
- 2. At least two galley proofs are required to be got checked at CSWRI, Avikanagar by the firm.**
- 3. The press should have the colour printing facility and it should be of the best quality.**

Details of Sales Tax/Service Tax to be paid extra, if applicable:

Current rate of the same, if applicable:

Bank Account No. : .....; Bank's Name: .....; Branch Code No.: .....; SWIFT/IFSC Code No.: ..... (For E-Payment, if desired)

(In case the tenderer desires to put some additional/modified stipulations, terms & conditions etc. the same may be clearly indicated)

We confirm that our offer will remain valid for acceptance for 120 days after the date of opening of tenders.

Signature

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
of the authorized executive of the tendering firm)  
For and on behalf of \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
With seal of the tendering firm)

Date:

Place:

## **TERMS AND CONDITIONS**

1. The research publications/books, folders, etc., will be printed in English/Hindi or in diglot form as required.
2. The paper of 130 and 300 gsm, shall be used for printing of text and cover page of publications.
3. The PDF of final version of file shall be provided by the printer to Institute. No charge shall be paid for it.
4. Proofs will be produced by the press in made-up pages and press will be responsible for the first proof reading. Press will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked by this office. Press will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers. The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute & for collecting them back promptly.
5. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty of 5% of the total value of the work order may be imposed as decided by the competent authority.
6. Each job shall be completed and copies delivered within the stipulated schedule given below (depending on the size and complexity of the publication) from the date of clearance of final proofs. If not, this office will have the right to impose a penalty @0.5% per week on the total cost of work.
7. Sample of each paper (text & cover) should be attached with detail of size, weight and quality. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
8. Pre-sensitised (PS) plates are to be used for ensuring high production quality for normal jobs, and exceptionally high quality should be ensured, where COMPUTER TO PLATE (CTP) technology is used.
9. The printed material is to be delivered F.O.R. at Director's Office/Indenting Establishment, CSWRI, Avkianagar Actual payment will be made for transportation to outstation establishment on production of original receipts. Bill should be submitted along with delivery of printed material and delivery challan immediately, but, in any case, not later than 10 days from the date of delivery of the printed material.
10. The material will not be accepted in case it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected out rightly by the competent authority.
11. The original manuscripts along with their input material such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
12. Unbound and uncut printed from should be submitted by the printer along with the bill for verification of the actual work done.
13. In the event of press being not able to complete the job and leaving it unfinished in between for whatever reason, no payment what so ever will be made to the press by the Institute for the part of the work done irrespective of its nature and quantum.
14. If the Institute feels at any time that any job is being delayed by the press for whatsoever reason, it will have the discretion to withdraw the same and entrust the same to any other press for urgent execution. The excess amount will be paid by the institute it will be recovered from the firm through bill or security money.
15. Failure on your part to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to the rejection of your tender.

16. The printing arrangement may be terminated at any state of the work at the discretion of the Director, ICAR-CSWRI, Avikanagar without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Director, ICAR-CSWRI, Avikanagar in all these matter shall be final and binding on the press.
17. In the case of any item of work not covered under the printing arrangement, the rates decided by the Institute thereof, will be final and binding on the press.
18. The tenderer shall submit along with tender document one copy of his/her best publication bearing print line of the press as a sample for the rates quoted, so as to assess the quality of printing/workmanship.
19. An earnest money of Rs.10000/- (Rupees Ten thousand only) should be deposited in the shape of DD/FDR/ in favour of ICAR Unit CSWRI, Avikanagar payable at SBBJ Malpura which will be retained as security deposit till the end of the contract period plus 60 days as per norms in the case of the successful bidder(s). The successful bidder will also have to execute an Agreement Bonds of the contract on non-judicial stamp paper of appropriate value.
20. Rates shall be valid for a period on one year from the date of award of rate contract, and may be extended for a period of three years on annual basis on mutual consent subject to performance review.
21. The Director, ICAR-CSWRI, Avikanagar reserve the right to award the work to one or to a panel of printers at the same rates as finally approved, if the demands of work so warrant.
22. All taxes as applicable must be quoted clearly.
23. In case of any dispute, the decision of Director, ICAR-CSWRI, Avikanagar, shall be final and binding on all concerned.
24. The Director, ICAR-CSWRI, Avikanagar, reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
25. Any dispute arising during the contract period shall be subject to legal jurisdiction of Malpura only.
26. Tender must be submitted in two bid system i.e. technical and financial bid. Technical sealed bid must be contained required documents alongwith cost of tender form and EMD and other sealed bid envelope containing price/financial bid & both should be kept in one sealed cover.
27. The equipment and machinery should be under one roof.
28. The firm should have 2 years experience of producing quality publications; i.e., Books, Magazine and Journals of Govt. & Public undertaking organizations.
29. Annual turnover containing trading and profit and loss account and balance sheet duly certified by CA minimum Rs.1.00 Crore for the last two years.
30. The tenderer shall submit his/her tender if the above terms & conditions are acceptable to him/her, for which the tenderer shall affix his/her signatures hereunder with seal.
31. The firm should have facilities/access to prepress, laminating machine, four colour offset machine, drum scanner and planning facilities, Digital Printing Machine computer system having minimum 1 tb capacity, adequate power back up supply by generator, CTP, perfect binding machine, Plate making unit, and other facilities etc as contained at Annexure-I (Technical Bid).

Place:

Date:

(Signature of tenderer)

**CERTIFICATE TO BE SIGNED BY THE TENDERER**

**CERTIFICATE**

It is certified that I have read and understood and will comply with all instructions contained in Terms & Conditions of this tender documents from page \_\_\_\_\_ to \_\_\_\_\_ have been filled properly and signed with seal of the firm/company.

Signature of tenderer : \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Name of firm : \_\_\_\_\_

Full Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email. ID \_\_\_\_\_

Website \_\_\_\_\_

**Signature of Tenderer with seal**



## CHECK LIST

### Documents to be submitted with the Technical Bid of Tender in a separate sealed envelop

S.No.	Details of Documents	Whether attached or not Yes/No
1.	The firm should have four colour offset machine of 20" ×30" size at least 2010 or above model on his firm name or self or partner name copy enclosed.	
2.	Computer of Thermal Plate making Technology	
3.	Drum Scanning/high end resolution flatbed scanner and planning facilities	
4.	Complete processing equipment/Image setter (optional)	
5.	computers system	
6.	Complete plate making unit	
7.	Complete binding machinery i.e. i. Automatic folding machine ii. Thermal laminating m/c iii. Section sewing machine iv. Perfect binding machine (Minimum three clamps) v. Programme cutting machine vi. Shrink Packing Machine	
8.	High speed Internet connectivity	
9.	The equipment and machinery should be under one roof.	
10.	The firm should have 2 years experience of producing quality publications; i.e., Books, Magazine and Journals of Govt. & Public undertaking organizations. And minimum 10.00 Lakhs work orders copy enclosed.	
11.	The press should have necessary Press Registration certificate.	
12.	The firm should be located in conforming area.	
13.	Income tax return of last 2 years duly certified by the CA	
14.	Annual turnover containing trading and profit and loss account and balance sheet duly certified by CA minimum Rs.1.00 Crore for the last two years.	
15.	Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in the form of Bank Draft/FDR/Bank Guarantee from commercial Bank drawn in favour of the ICAR Unit CSWRI, Avikanagar payable at SBBJ Malpura.	
16.	Copy of ITC/Trade Registration Certificates	
17.	Copy of Sales Tax Registration Certificate/TIN/VAT/LST/CST	
18.	Copy of PAN card in firm or proprietor name	

It should be ensured that all pages of the tender documents must be numbered.

**Seal and Signature of the tenderer**