



भारतानुप-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND
ALLIED FIBRE TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
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(आईएसओ 9001:2008 प्रमाणित संस्थान ISO 9001:2008 CERTIFIED INSTITUTE)
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Ref.No:3(19)/(Adm III)/Printing ARC/2017-18

Date:28/04/2017

NOTICE INVITING TENDER

Sealed and typed tenders are hereby invited on behalf of the Director, NIRJAFT for Annual Rate Contract for Printing and Binding of Annual Reports, Newsletters, Books, Bulletins & other publications. Bid documents containing detailed terms & conditions can be downloaded from our website- www.nirjaft.res.in/Central Public Procurement Portal www.eprocure.gov.in (e-publishing).

Last date of submission of tender: 27/05/2017 upto 12.00 Noon.

Date and Time of opening of tender: 27/05/2017 at 3.00 p.m.

Asstt. Administrative Officer (Adm III)

Specification for printing of Annual report, Newsletter, Book, Brochure, Folder, Leaflet and Technical Bulletin of ICAR-NIRJAFT

1. NEWSLETTER

Number of copies : Minimum 200
Size : 8.2" X 10.8"
Number of pages : 12 to 16
Paper Specification : 200 GSM Mat Art
Print : All colour print including colour photographs
Fabrication : Centre staples at two places, Lamination & UV coating on cover page

2. ANNUAL REPORT

Number of copies : Minimum 200
Size : 8.2" X 10.8"
Number of pages : Minimum 100
Cover Page specification: 250 GSM Mat Art Board / Hard Board
Inner Page Specification : 130 GSM Mat Art
Print : All colour print including colour photographs and or Black & White
Fabrication : Lamination & UV coating on cover page, Gum with stitch bonding

- Rate per page (Colour) & Rate per page (B&W) has to be mentioned separately
- Rate per page (colour) is required to calculate more pages than minimum limit per page (B&W).

3. BOOK

Number of copies : Minimum 200
Size : 6.0" X 10" / 8.2" X 10.8"
Number of pages : Minimum 100
Cover Page specification: 250 GSM Mat Art Board / Hard Board
Inner Page Specification : 130 GSM Mat Art
Print : All colour print including colour photographs and or Black & White
Fabrication : Lamination & UV coating on cover page, Gum with stitch bonding

- Rate per page (Colour) & Rate per page (B&W) has to be mentioned separately
- Rate per page (colour) is required to calculate more pages than minimum limit per page (B&W)

4. FOLDER

Number of copies : 200
Size : 8" X 11"
Number of pages : 4-12
Cover Page specification: 250 GSM Mat Art Board
Print : All colour print including colour photographs
Fabrication : Lamination & UV coating on cover page, Centre staples at two places.

5. TECHNICAL BULLETIN

Number of copies : Minimum 200

Size : 6.4" X 9.4"

Number of pages : 30

Cover Page specification: 250 GSM Mat Art Board

Inner Page Specification : 170 GSM Mat Art

Print : All colour print including colour photographs and/or Black & White
Including photograph

Fabrication : Plain four colour or Lamination & UV coating on cover page, Gum
with Stitch bonding

- Rate per page (Colour) & Rate per page (B&W) for a single copy has to be mentioned separately in addition to above consolidated technical bulletin rate.

6. BROCHURE

Number of copies : 500

Size : 6" X 9"

Number of pages : 4

Cover Page specification: 250 GSM Mat Art Board

Print : All colour print including colour photographs

Fabrication : Plain colour mat or Lamination & UV coating on cover page

- Rate per page (Colour) & Rate per page (B&W) for a single copy has to be mentioned separately in addition to above consolidated brochure rate

7. LEAFLET

Number of copies : 200

Size : 8.2" X 11.5" / 5.8" X 8.2"

Number of pages : 2

Cover Page specification: 50-70 GSM Glossy

Print : All colour print including colour photographs and or Black & White

Fabrication : Lamination & UV coating on cover page

- Rate for lamination & UV coating has to be given separately

Terms and Conditions

- 1) The rates to be tendered by the firm should be valid for one year in the first instance. Once the rates are submitted and accepted, requests for any increase will not be considered during this period.
- 2) Detailed specifications of the printing items are mentioned in Annexure I. The rates for the job should be quoted for each item separately and as a whole the **Tender will be evaluated on the basis of total price of all items to be taken together. The bidder will have to quote the rate for all the 7 nos of items mentioned if the rate for any of the 7 nos of mentioned items in Annexure IV is missing then the tender will be considered to be incomplete and the bid/tender will be summarily rejected.** If the tenders are found incomplete in any respect, it will not be considered.
- 3) For all printing jobs, the firm has to submit the softcopy of the final version of the printing material in Web format (preferred HTML)/PDF format to NIRJAFT, Kolkata.
- 4) Tenders should be dropped in the tender box to be kept in Adm III section of NIRJAFT, Kolkata by 27/05/2017 upto 12.00 Noon. in a sealed cover super scribed “**Tender for printing of ICAR-NIRJAFT’s publication**”. Tender received after the specified time and date will not be considered. The Authority will not be liable for any kind of postal delay.
- 5) The tenders will be opened on 27/05/2017 at 3.00 P.M. in the presence of the tenderers or their authorized representatives.
- 6) The Tender fees of Rs 500/- (Rupees Five hundred only) must be enclosed in the form of demand draft only drawn in favour of “ICAR NIRJAFT” (**preferably SBI**) and payable at any Nationalized Bank in Kolkata. The tender fees is non-refundable and should be deposited in a separate demand draft other than EMD and put it in the envelope containing EMD.
- 7) The Earnest Money of Rs 20,000/- (Rupees Twenty Thousand only) in the form of Demand Drafts on any Nationalized Banks (**preferably SBI**) drawn in favour of ICAR NIRJAFT should be enclosed along with tender. Bid without EMD will not be accepted. No interest on earnest money deposit shall be paid by the Institute to the tenderer. However, the EMD of the successful bidder will be retained for a period of one year from the date of issue of award of contract as security deposit.
- 8) The tenderer is being permitted to tender the consideration of the stipulations of his part that after submitting his tender, he will not resign from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the forgoing stipulations, the amount of Earnest Money will be forfeited.
- 9) Our quotation no and its due date for opening should be inscribed on the cover of your quotation. **Unsealed quotation will not be accepted. Quotation which does not indicate our quotation no and its due date, opening date and also not accompanied with EMD will be summarily rejected.** Rates/Price should be quoted clearly both in figure and in words. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected. **Tender will be evaluated on the basis of total price of all the printing materials taken together.** The firm has to quote rates for ALL Seven (7) items otherwise it will not be considered. Taxes & other charges, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive.
- 10) The Institute will insist upon timely printing of jobs. **Tentative printing schedules will be given for each job in the work order. In case of failure on this account, the firm may be imposed penalty as per decision of the Competent Authority for the delay.**

11) Cover design will be done by the Institute. Composed matter will be supplied in MS Word format including text, table, photos etc. Photographs will be supplied in JPEG format. Matter setting and photo editing will have to be done by the Firm.

12) Complete ferro/ammonia proofs/laser printouts in colour and in black & white will have to be shown to the Institute for its approval before undertaking the final printing without any extra cost to the Institute. The instructions/corrections marked by the Institute on the ferro/ammonia proofs/laser printouts in colour and black & white will have to be carried out very carefully by the Firm.

13) The Competent Authority of ICAR-NIRJAFT is not bound to accept the lowest tender or any tender if found any technical discrepancies in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the Authority in this regard shall be final and binding on the Firm.

14) The printing contract may be terminated at any stage of the work at the discretion of the Competent Authority, ICAR-NIRJAFT without assigning any reason and payment will be made for the work which has already been completed if found satisfactory.

15) The rate contract will be valid for one year from the date of issue of work order and no hike in the rate will be permissible. The printing arrangement may be extended on the existing rates, terms and conditions after satisfactory performance of the firm.

16) The Firm shall take every care to see that the work or any portion thereof does not transfer to the unauthorized hands. Care shall be taken to execute the work under extreme secured manner.

17) In case of partnership firms, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or other/documents forming part of the contract on behalf of another shall be deemed to warranty that he has of signing authority to do so. The Authority shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and annexure, if any, should be signed by the tenderer(s).

18) The no. of copies mentioned in Page 2&3 is a projected requirement. In case the actual no. of copies ordered to be printed is more / less than mentioned, the cost will be proportionately calculated.

19) Two proof reading materials shall be provided by the firm to ICAR-NIRJAFT, Kolkata free of cost.

20) The firm should attach the following documents with index page number along with the quotation:

a) Photocopy of the firm registration/Trade License for printing job.

b) Photocopy of PAN No along with copies of IT Return for last three years.

c) Copy of TIN Number.

d) Service Tax/Sales Tax Certificate.

e) Annual Turnover of the Firm for last three years.

f) List of government departments where printing work was done during the last three years with documentary proof and cost thereof (kindly attach one copy each of your latest- i) Newsletter, ii) Annual Report, iii) Book, iv) Technical Bulletin, v) Brochure and vi) Folder that you have printed recently).

21) Payment will be made by e-transfer after delivery of the printed material in good conditions and on presentation of bill, challan and order copy in duplicate. No advance payment will be given at any cause.

22) All disputes are subject to Kolkata Jurisdiction only.

TENDERER TO FILL UP THIS PAGE
(In Firm's Letterhead)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) VAT Registration No:

ii) Trade License No:

iii) Service Tax No:

iv) PAN No:

8. i) Firm's Bank Account No:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. Name of authorized representative(s):

10. Whether proprietary or partnership Firm or Company:

11. List of documents furnished along with the tender paper:

(Copies of one each of i) Newsletter, ii) Annual Report, iii) Book, iv) Technical Bulletin, v) Brochure and vi) Folder that you have printed recently).

Signature of Authorized person of the
Firm/Agency with seal

Annexure III**CHECK LIST TO BE ATTACHED WITH TENDER**

Sl No	Specification		Page number at which document is attached
1	EMD of ₹20,000/-/Tender fess of ₹ 500/-	Yes/ No	
2	Whether Black listed	Yes/ No	
3	Registration of Firm for printing jobs/Trade License	Yes/ No	
4	PAN number of the firm	Yes/ No	
5	Service Tax Registration Certificate	Yes/ No	
6	Copy of TIN Number	Yes/ No	
7	Sales Tax Registration Certificate	Yes/ No	
8	Annual turnover in last three years (enclosed proof)	Yes/ No	
9	Income Tax Return for last three years	Yes/ No	
10	List of Government Departments where printing work was done during the last three years	Yes/ No	
11	Specimen of printed documents	Yes/ No	

AMOUNT OF EARNEST MONEY	₹ RUPEES
PARTICULARS OF DEMAND DRAFT	NO. DATE: BANK: BRANCH:
NAME OF THE BIDDER	
ADDRESS	
TELEPHONE/MOBILE NUMBERS	

FINANCIAL OFFER (On the letterhead of the Firm)

S. No	Item / Description	Rate	Total Annual Rate Contract in figures (in Rupees)	Total Annual Rate Contract in words (in Rupees)
1	Newsletter (Minimum 200*)	Rate per piece for lamination / UV coating on cover page		
		Consolidated rate per piece as per specification		
2	Annual Report (Minimum 200*)	Rate per page (Colour)		
		Rate per page (Black & white)		
		Rate per piece for lamination / UV coating on cover page		
		Rate per piece for gum with stitch bonding		
		Consolidated rate per piece as per specification		
3	Technical Bulletin (Minimum 200*)	Rate per page (Colour)		
		Rate per page (Black & white)		
		Rate per piece for lamination / UV coating on cover page		
		Rate per piece for gum with stitch bonding		
		Consolidated rate per piece as per specification		
4	Brochure (500*)	Rate per page (Colour)		
		Rate per piece for plain colour mat / Lamination & UV coating on cover page		
		Consolidated rate per piece as per specification		
5	Folder (200*)	Rate per page (Colour)		
		Rate per piece for lamination & UV coating on cover page		
		Consolidated rate per piece as per specification		
6	Book (Minimum 200*)	Rate per page (Colour)		
		Rate per page (Black & white)		
		Rate per piece for lamination / UV coating on cover page		
		Rate per piece for gum with stitch bonding		
		Consolidated rate per piece as per specification		
7	Leaflet (200*)	Rate per page (Colour)		
		Rate per page (Black & white)		
		Rate per piece for lamination / UV coating on cover page		
		Consolidated rate per piece as per specification		

*- number of copies for printing

NOTE: The quoted rates are inclusive of all taxes etc. Please provide the sample paper

Undertaking by the Firm for Information Furnished in Annexure IV
(On the Firm's Letterhead)

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the ICAR-NIRJAFT, Kolkata in future. I also agree to forfeit my earnest money if I fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

Stamp & Signature:

(On the Letterhead of the Firm)

To
The Director,
ICAR-NIRJAFT
12, Regent Park
Kolkata-700 040

Subject: Authorization for attending bid opening on(date) in the
Tender no.....
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder's name) in order of preference given below.

Name in Order of Preference

Specimen Signature

- 1.
- 2.

Signature of bidder or Officer authorized to
sign the bid documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening subject to production of authorization letter in the given format.
- 2) Permission for entry in the hall where bids are to be opened will be refused in case authorization as prescribed above is not produced.