



# भा.कृ.अनु.प.—राष्ट्रीय लीचीअनुसंधानकेन्द्र

ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

An ISO 9001:2008 Certified Institute

(भारतीय कृषिअनुसंधानपरिषद, कृषिमंत्रीालय)

(Indian Council of Agricultural Research, Ministry of Agriculture)

मुशहरीप्रक्षेत्र, मुशहरी, मुजफ्फरपुर—842002 (बिहार)भारत

Mushahari Farm, Mushahari, Muzaffarpur - 842002 (Bihar) India

Ph: 0621-2289475, 2281162

Fax: 0621-2281162

F. No. 12-1(26)/P&S/2017-18/Printing

Dated: 26.09.2018



## **NOTICE INVITING TENDER (NRCL-03/2018/Printing) PRINTING)** **THROUGH E-PROCUREMENT**

**(Tender Notice for annual rate contract for Printing and Binding of Annual Reports, Newsletters, Books, Bulletins & Other Publications at ICAR NRCL, Muzaffarpur)**

The Director, ICAR-NRCL, Muzaffarpur invites online bids under two bid systems from the registered supplier/publishers for annual Rate Contract for Printing and Binding of Annual Reports, Newsletters, Books, Bulletins & other publication at ICAR-NRC on Litchi on Litchi, Muzaffarpur (Bihar) (for a period of one year and the Contract can be extended further one year subject to mutual consent/agreement on the same terms and conditions and rates.)

2	NIT Number	NRCL-03/2018/Printing)
3	Tender fee	Rs. 1000/-
4	EMD Deposit	Rs. 20000/-
5	Performance Security	Rs. 20000/-

1. The tender form and other details are available on NRCL's website [www.nrclitchi.org](http://www.nrclitchi.org) & [www.eprocure.gov.in](http://www.eprocure.gov.in) CPPP. The interested registered Suppliers/Publisher/firms of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time. Tenders are to be submitted only online through e-procurement portal <http://eprocure.gov.in/eprocure/app>.
2. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tenders sent by any other mode will not be accepted.
3. Any changes/modifications in the tender inquiry will be intimated by corrigendum through [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.nrclitchi.org](http://www.nrclitchi.org) only.
4. In case, any holiday is declared by the Government on the day opening, the tenders will be opened on the next working day at the same time. The Centre reserves the right to accept or reject any or all the tenders.
5. Tender fee and Bid Security (Earnest Money Deposit : The interested firms are required to submit (in original) Tender fee and Bid Security (EMD) in the form of Demand Draft/Pay Order from any scheduled commercial Bank in an acceptable form in favour of **“ICAR Unit-NRCL, Muzaffarpur, Payable at SBI Mushahari, Muzaffarpur”** on or before last date/time of bid submission. Bids shall not be considered in case the Tender fee and Earnest money are not submitted before the closing date of tender. The bid security (EMD) will not bear any interest and the bid security (EMD) of unsuccessful tenderer would be refunded without any interest after finalization of the tender.

### **Instruction for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, only using valid Digital Signature Certificate. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirement and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.

2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.

5. Only valid DSC should be registered by a bidder, Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-Token.

#### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents –including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

#### **SUBMISSION OF BIDS**

1. Bidder should be log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instruction specified in the Tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document. Then the same is to be downloaded and to be filled by all the bidders are required to download the BoQ file, open it and complete the their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The serve time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

## General Terms & Conditions

1. Bids shall be submitted online only at CPPP website:<https://eprocure.gov.in/eprocure/app>.
2. The Complete bidding process in online. Bidders should be possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
3. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.
4. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal or e-procurement at <https://eprocure.gov.in/eprocure/app>.

### **Tender Cost:**

Applicant contractor must submit the demand draft for Rs. 1000/- (Rupees One thousand only) (non-refundable) in favour of **"ICAR Unit-NRCL, Muzaffarpur, Payable at –SBI Mushahari, Muzaffarpur"** obtained from any Nationalized/Scheduled Bank valid for six months as a tender fees. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. The Demand Draft submitted for tender fee shall be non-refundable. **The demand drafts for tender fees must deliver to "ICAR Unit-NRCL, Mushahari Farm, Mushahari, Muzaffarpur, Bihar-842002 on or before last date/time of Bid Submission.**

### **5. EMD Payment:**

The bidder shall be required to submit the Earnest Money (EMD) for an amount of Rs. 20000/- (Rupees Twenty thousand only) by way of demand drafts of Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of **"ICAR Unit-NRCL, Muzaffarpur, Payable at SBI Mushahari, Muzaffarpur Branch Code-14283"**. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/Security deposit and for unsuccessful bidder (s) it would be returned after award of the contract. **The demand drafts or bank Guarantee for EMD must deliver to "ICAR Unit-NRCL, Mushahari Farm, Mushahari Muzaffarpur, Bihar-842002 on or before last date/time of Bid Submission.**

- a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- b) The Tenders without Earnest money will be summarily rejected.
- c) The Firm who are registered with National Small Industries Corporation (NSIC)/OR Small Scale Industries (SSI) and have been issued certificate of EMD/Tender fee exemption by NSIC/SSI are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
- d) The EMD, in case of unsuccessful Bidders shall be retained by ICAR-NRC on Litchi, Muzaffarpur till the finalization of the tender. No interest will be payable by ICAR-NRC on Litchi, Muzaffarpur.
- e) No Claim shall lie against the ICAR-NRCL in respect of erosion in the value or interest on the amount of EMD.
- f) The EMD, in case of successful bidders shall be returned after submission of performance security and in case of unsuccessful Bidders shall be retained by the Purchase, up-to a maximum period of 06 months from the date of opening of the Bids or till the finalization of the tender, whichever is later.

The bid security shall be refunded to the unsuccessful tenderer on written request. No interest will be payable by the ICAR-NRCL authorities on the EMD.

**6. The Hard Copy of original instruments in respect of Tender Fee & Earnest money Deposit etc. Must be delivered to the ICAR-NRC on Litchi, Muzaffarpur on or before last date/time of Bid Submission as mentioned above. The bid without Tender Fee & EMD will be summarily rejected.**

**7. Submission of Tender:** The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/fax/E-mail/Speed Post shall not be considered. No correspondence will be entertained in this matter.

**8. Technical Bid:** The following documents are to be furnished by the contractor along with Technical bid as per the tender document:

i) Signed and Scanned copy of documents like Tender cost earnest Money Deposit.

**9. Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder (s) quoted price shall remain uncharged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

10. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

**12. Performance Security:** As a guarantee towards due performance and compliance of the contract work, the successful bidder (Contractor) will deposit an amount equal to **Rs.5000/-** and should be kept valid for a period of 60 days beyond completion of all the contractual obligation, by way of demand draft/bank guarantee in favour of **“ICAR Unit-NRCL, Muzaffarpur, Payable at SBI Mushahari, Muzaffarpur (Branch Code-14283)”** drawn on any Nationalized Bank/Scheduled bank within 15 days of the issue of the Letter of notification of award. The EMD of successful bidder can be converted into performance security. The security deposit can be forfeited if the terms & conditions are not fulfilled.

**Administrative Officer**

### Special 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, request for any increase will not be considered during this period. The period of contract can be extended for a further period of one year on same terms & conditions and rates on satisfactorily completion work and mutual consent of both the parties.
- 2) Detailed specifications of the printing items are mentioned in Technical Bid/Scope of work. 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 items mentioned if the rate for any of the mentioned items in financial bid 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, the firm has to submit the softcopy of the final version of the printing material in Web format (preferred HTML)/PDF format to ICAR-NRCL, Muzaffarpur.
- 4) 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.**
- 5) Cover design will be done by the Institute. Composed matter will be supplied in MS work format including text, table, photos etc. Photographs will be supplied in JPEG format. Matter setting and photo editing will have to done by the Firm.
- 6) 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 be the Institute. The instruction/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.
- 7) The Competent Authority of ICAR-NRCL, Muzaffarpur in 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.
- 8) The printing contract may be terminated at any stage of the work at the discretion of the Competent Authority, ICAR-NRCL, Muzaffarpur without assigning any reason and payment will be made for the work which has already been completed if found satisfactory.
- 9) The rate contract will initially be valid for one year from the date of issue of work order and not hike in the rat will be permissible. The printing arrangement may be extended on the existing rates, terms and conditions after satisfactory performance of the firm.
- 10) The Firm shall take every care to see that the work or nay portion thereof does not transfer to the unauthorized hands. Care shall be taken to execute the work under extreme secured manner.
- 11) 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).

12) Two proof reading materials shall be provided by the firm to ICAR-NRCL, Muzaffarpur free of cost.

13) The firm should upload the following documents along with tender document:

- (a) Photocopy of the firm registration/Trade License for printing job.
- (b) Self attested copy PAN no.
- (c) Copies of IT Return for last three years.
- (d) GST/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 year with documentary proof and cost thereof.
- (g) Non blacklisting certificate (Annexure-V)
- (h) Tender Acceptance Certificate (Annexure-VI)
- (i) Undertaking by the firm of information furnished as per Annexure-IV
- (j) Duly filled Annexure-II.

14) 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.

15) All dispute are subject to Muzaffarpur Jurisdiction only.

**ADMINISTRATIVE OFFICER**

**Tentative Scope of Work**

Sl. No.	Item Description	Approximate Quantities
<b>Part A:</b>		
1	<b>Annual Reports Printing of Book,, monographic publication etc.</b>	
1.1	<b>Printing cost of Multi-colored including typesetting, formatting of text, tables, graphs, photographs, maps etc. (Including their alteration, if any) in different type of faces and font sizes. Production text/table/graph/photograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding, cover page and paper</b>	
1.11	In English/in Hindi/in Diglot form (Hindi and English together on the same page) copies-up to 200 and pages up to 125. Cut size 8.5"x11"	200 Copies 125 Pages
1.12	In English/in Hindi/in Diglot form (Hindi and English together on the same page) copies-up to 300 and pages up to 125 Cut size 7.5"x9.5"	300 Copies 125 Pages
1.2	<b>Printing cost of single-colour (black) including typesetting formatting of text, tables graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production, planning, outputting, plate making (Complete in all respect excluding binding cover page and paper.</b>	
1.21	In English/in Hindi/in Diglot form (Hindi and English together on the same page). Copies-up to 200 and pages up to 125. Cut size 8.5"x11"	200 Copies 125 Pages
1.22	In English/in Hindi/in Diglot form (Hindi and English together on the same page). Copies-up to 300, pages up to 125. Cut size 7.5"x9.5"	300 Copies 125 Pages
1.3	Multi-colour Cover printing composing, processing with lamination etc. (Complete in all respect) excluding papger	
1.31	Cut size 8.5"x11"	2x200=400
1.32	Cut size 7.5"x9.5"	2x300=600
1.4	Binding rates for pager back and self cover (all operations including section sewing with thread and perfected covering on the spine with end paper pasted into the inner covers and cut flush)	
1.41	Upt to 125 Pages cut size 8.5"x11"	200/2=100
1.42	Up to 125 pages cut size 7.5"x9.5"	300/2=150
<b>1.5</b>	<b>Perfect Binding (all operations &amp; using imported glue)</b>	
1.51	Up to 125 pages cut size 8.5"x11"	200/2=100
1.52	Up to 125 pages cut size 7.5"x9.5"	300/2=150
<b>1.6</b>	<b>Lamination Charges</b>	
1.61	Gloss finish cut size 8.5"x11"	4x200/2=
1.62	Gloss finish cut size 7.5"x9.5"	4x300/2=
1.63	Mat finish cut size 8.5"x11"	4x200/2=
1.64	Mat finish cut size 7.5"x9.5"	4x300/2=



2	<b>Part B: Printing of Technical Bulletins, folders, Booklet, Newsletters, Pamphlets etc.</b>	
2.1	<b>Printing cost of multi-coloured including typesetting formatting of text tables, graphs, photographs, maps etc. (including their alteration, if any in different type of faces and font sizes. Production gext/table graph/photograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding, cover page and paper</b>	
2.11	In English/in Hindi/in Diglot form (Hindi and English together on the same page). Up to 200 copies cut size 8.5"x11"	2x200x10
2.12	In English/in Hindi/in Diglot form (Hindi and English together on the same page). Up to 300 copies cut size 4.5"x8.5"	300x4
2.13	In English/in Hindi/in Diglot form (Hindi together on the same page). Up to 300 copies cut size 6"x9.5"	6x300
2.14	In English/in Hindi/in Diglot form (Hindi together on the same page). Up to 300 copies cut size 5.5"x8.5"	300x4
2.15	In English/in Hindi/in Diglot form (Hindi together on the same page). Up to 300 copies cut size 7"x9.5"	25x300
2.2	<b>Printing cost of single-colour (black) including typesetting, formatting of text, tables, graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production text/table/graph/phogograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect excluding binding cover page and paper.</b>	
2.21	In English/in Hindi/in Diglot form (Hindi and English together on the same page). Up to 200 copies cut size 8.5"x11"	2x200x10
2.22	In English/in Hindi/in Diglot form (Hindi and English together on the same page). Up to 300 copies cut size 4.5"x8.5"	300x4
2.23	In English/in Hindi/in Diglot form (Hindi and together on the same page). Up to 300 copies cut size 6"x9.5"	6x300
2.24	In English/in Hindi/in Diglot form (Hindi and together on the same page). Up to 300 copies cut size 5.5"x8.5"	300x4
2.25	In English/in Hindi/in Diglot form (Hindi and together on the same page). Up to 300 copies cut size 7"x9.5"	25x300
2.3	<b>Multi-color cover Printing composing, processing, lamination etc. (Complete in al respect) excluding paper</b>	
2.31	Cut size 8.5"x11"	100x2
2.32	Cut size 4.5"x8.5"	100x2
2.33	Cut size 6"x9.5"	100x2
2.34	Cut size 7"x9.5"	100x2
2.35	Cut size 8"x9.5"	100x2
2.4	<b>Binding rates for folder, booklet, pamphlet, newsletter etc. (all operations in applicable) (Staple/Cross stitch)</b>	
2.41	Up to 25 pages cut size 8.5"x11"	100
2.42	Up to 25 pages cut size 4.5"x8.5 (Staple cross stitch)	100
2.43	Up to 25 pages cut size 6"x9.5" (folding/staple/cross stitch)	100
2.44	Up to 25 pages cut size 5.5"x8.5" (Staple/cross stich)	100
2.45	Up to 25 pages cut size 7"x9.5" (Staple/cross stitch)	100
2.46	More than 25 pages cut size 8.5"x11" (Staple/cross stitch)	100
2.47	More than 25 pages cut size 4.5"x8.5" (Staple/cross stitch)	100
2.48	More than 25 pages cut size 6"x9.5" (Staple/cross stitch)	100
2.49	More than 25 pages cut size 5.5"x8.5" (Staple/cross stitch)	100

2.50	More than 25 pages cut size 7"x9.5" (Staple/cross stitch)	100
3	<b>Part C:</b> Rate of Papers (all Rates should be inclusive of wastage)	
3.01	White Map Litho Paper (Ballarpur) 23"x36"/90 GSM	100 Sheet
3.02	Art Paper (Mat/gloss) Sinarmas (Bilt) 23"x36"/110 GSM	100 Sheet
3.03	Art paper (Mat/gloss) Sinarmas (Bilt) 23"x36"/130 GSM	100 Sheet
3.04	Imported art paper (mat/gloss) magna-star 23"x36"/110 GSM	100 Sheet
3.05	Imported art paper (mat/gloss) magna-star 23"x36"/130 GSM	100 Sheet
3.06	Imported art paper (mat/gloss) Magna-star 23"x36"/170 GSM	100 Sheet
3.07	White Map Litho Paper (Ballarpur) 20"x30"/90 GSM	100 Sheet
3.08	Art paper (Mat/gloss) Sinarmas (Bilt) 20"x30"/110 GSM	100 Sheet
3.09	Art Paper (Mat/gloss) Sinarmas (Bilt) 20"x30"/130 GSM	100 Sheet
3.10	Art Paper (mat/gloss) Sinarmas (Bilt) 20"x30"/170 GSM	100 Sheet
3.11	Imported art paper (mat/gloss) Magna-star 20"x30"/110 GSM	100 Sheet
3.12	Imported art paper (mat/gloss) Magna-star 20"x30"/130 GSM	100 Sheet
3.13	Imported art paper (mat/gloss) magna-star 20"x30"/170 GSM	100 Sheet
3.14	Imported art card (mat/gloss) Magna-star 23"x36"/220 GSM	100 Sheet
3.15	Imported art card (mat/gloss) Magna-star 23"x36"/300 GSM	100 Sheet
3.16	Imported art card (mat/gloss) Magna-star 22"x28"/220 GSM	100 Sheet
3.17	Imported art card (mat/gloss) Magna-star 22"x28"/300 GSM	100 Sheet
3.18	Imported art card (mat/gloss) Magna-star 23"x36"/220 GSM	100 Sheet
3.19	Imported art card/(mat/gloss) Magna-star 23"x36"/300 GSM	100 Sheet
3.20	Imported art card (Mat/gloss) Magna-star 22"x28"/220 GSM	100 Sheet
3.21	Imported art card (mat/gloss) Magna-star 22"x28"/300 GSM	100 Sheet

**Note:-**

- The quantities mentioned are approximate and only for the purpose of financial comparative.
- The actual requirement may vary from the quantities provided as per actual need.
- At the time of actual billing the amount/cost will be calculated on pro-rata basis.
- All printing matter including photographs will be provided in MS Word. Image if required will be provided in JPEG format.
- All designing and typesetting will be done by printing press.
- Before printing , black & white proof will be provided by press to this office for approval.

**Tenderer to fill up this page**  
**(In Firm's Letter head)**

- 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) GST/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. Name and contact details of person for tender and work order related information:

**Signature of Authorized person of the Firm/Agency with**

## Check list to be uploaded with Tender Document

<u>Sl No.</u>	<u>Specification</u>	<u>To be marked Yes or No</u>
1	<u>EMD of Rs. 20,000/-</u>	<u>Yes/No</u>
2	<u>Tender Fee of Rs. 1000/-</u>	<u>Yes/No</u>
3	<u>Registration of Firm for printing jobs/Trade License</u>	<u>Yes/No</u>
4	<u>PAN number of the firm</u>	<u>Yes/No</u>
5	<u>Service Tax Registration/GST/TIN/Sales Tax</u>	<u>Yes/No</u>
6	<u>Annual turnover in last three years (enclosed proof)</u>	<u>Yes/No</u>
7	<u>List of Government Departments where printing work was done during the last three years</u>	<u>Yes/No</u>
8	<u>Income Tax Return for last three years</u>	<u>Yes/No</u>
9	<u>Annexure-II</u>	<u>Yes/No</u>
10	<u>Annexure-III</u>	<u>Yes/No</u>
11	<u>Annexure-IV</u>	<u>Yes/No</u>
12	<u>Annexure-V</u>	<u>Yes/No</u>
13	<u>Annexure-VI</u>	<u>Yes/No</u>

Amount of Earnest Money	Rs.20,000/-(Rupees twenty thousand only)
Particulars of Demand Draft for EMD	No. _____ Dt. _____ Bank _____ Branch _____
Amount of Tender Fee	1,000/- (Rupees one thousand only)
Particulars of DD for Tender Fee	No. _____ Dt. _____ Bank _____ Branch _____

**Signature and Seal of Bidder**

**Undertaking by the Firm for Information Furnished in**

(On the Firm's Letter head)

**Dated:**

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-NRCL, Muzaffarpur 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 of the Bidder**

**Non-Blacklisting Certificate**  
(To be given on Company Letter Head)

**Dated:**

To

The Director  
ICAR-National Research Centre on Litchi  
Mushahari Farm, Mushahari  
Muzaffarpur (Bihar)-842002

**Sub: Declaration of Non-Blacklisting Certificate-reg.**

**Tender Reference No.** \_\_\_\_\_

**Name of Tender/Work** \_\_\_\_\_

**Dear sir,**

I/We hereby certified that my firm \_\_\_\_\_ has not been blacklisted by any Government/Semi-Government Organization in India.

**Yours faithfully,**

(Signature of the Bidder with Official Seal)

## **Tender Acceptance Letter**

(To be given on Company Letter Head)

**Dated:**

To

The Director  
ICAR-National Research Centre on Litchi  
Mushahari Farm, Mushahari  
Muzaffarpur (Bihar)-842002

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.** \_\_\_\_\_

**Name of Tender/Work** \_\_\_\_\_

**Dear sir,**

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the website namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organizations to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then yo9ur department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**

(Signature of the Bidder with Official Seal)

**Tender Inviting Authority: Director, ICAR-NRC on Litchi, Muzaffarpur**  
Name of Work: Annual Rate Contract for Printing

## Financial Bid

(This financial bid to be uploaded separately in PDF format duly signed by the bidder)

To

The Director  
ICAR-National Research Centre on Litchi  
Mushahari Farm, Mushahari  
Muzaffarpur (Bihar)-842002

Sir,

I/We wish to submit our Tenders for annual rate contract for printing and binding of annual reports, newsletters, books, bulletins & other publications at ICAR-NRC on Litchi, Muzaffarpur on the following rates:

Sl. No.	Item Description	Units	Rate quoted by the firm (in figure and words both)
1	<b>Part A: Annual Reports Printing of Books, monographic publication etc.</b>		
1.1	<b>Printing cost of multi-coloured including typesetting, formatting of text, tables, graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production text/tables/graph/photograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding, cover page and paper</b>		
1.11	In English/in Hindi/in Diglot for (Hindi and English together on the same page) copies-up to 200 and pages up to 125. Cut size 8.5"x11"	Per Page one side	
1.12	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and pages up to 125. Cut size 7.5"x9.5"	Per Page one side	
1.2	<b>Printing cost of single-colour (black) including typesetting, formatting of text, tables graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production Text/table/graph/photograph/maps incuding designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding cover page and paper.</b>		



1.21	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 200 and pages up to 125. Cut size 8.5"x11"	Per Page one side	
1.22	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and pages up to 125. Cut size 7.5"x9.5"	Per Page one side	
<b>1.3</b>	<b>Multi-Colour cover printing composing, processing with lamination etc. (Complete in all respect) excluding paper</b>		
1.31	Cut size 8.5"x11"	Per cover	
1.32	Cut size 7.5"x9.5"	Per cover	
<b>1.4</b>	<b>Binding rates for paper back and self cover (all operations including section sewing with thread and perfected covering on the spine with end paper pasted into the inner covers and cut flush)</b>		
1.41	Up to 125 pages cut size 8.5"x11"	Per book	
1.42	Up to 125 pages cut size 7.5"x9.5"	Per book	
<b>1.5</b>	<b>Perfect Binding (all operations &amp; using imported glue)</b>		
1.51	Up to 125 pages cut size 8.5"x11"	Per book	
1.52	Up to 125 pages cut size 7.5"x9.5"	Per book	
<b>1.6</b>	<b>Lamination Charges</b>		
1.61	Gloss finish cut size 8.5"x11"	Per cover	
1.62	Gloss finish cut size 7.5"x9.5"	Per cover	
1.63	Mat finish cut size 8.5"x11"	Per cover	
1.64	Mat finish cut size 7.5"x9.5"	Per cover	
<b>2</b>	<b>Part:B Printing of Technical Bulletins, folders, Booklet, Newsletters, Pamphlets etc.</b>		
2.1	<b>Printing cost of multi-coloured including typesetting, formatting of text, tables graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production Text/table/graph/photograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding cover page and paper.</b>		
2.11	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 200 and Cut size 8.5"x11"	Per Page one side	
2.12	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 4.5"x8.5"	Per Page one side	

2.13	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 6"x9.5"	Per Page one side	
2.14	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 5.5"x8.5"	Per Page one side	
2.15	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 7"x9.5"	Per Page one side	
<b>2.2</b>	<b>Printing cost of single-colour (black) including typesetting, formatting of text, tables graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production Text/table/graph/photograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding cover page and paper.</b>		
2.21	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 200 and Cut size 8.5"x11"	Per Page one side	
2.22	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 4.5"x8.5"	Per Page one side	
2.23	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 6"x9.5"	Per Page one side	
2.24	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 5.5"x8.5"	Per Page one side	
2.25	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 7"x9.5"	Per Page one side	
<b>2.3</b>	<b>Multi-color cover printing composing, processing, lamination etc. (Complete in all respect) excluding paper</b>		
2.31	Cut size 8.5"x11"	Per cover	
2.32	Cut size 4.5"x8.5"	Per cover	
2.33	Cut size 6"x9.5"	Per cover	
2.34	Cut size 7"x9.5"	Per cover	
2.35	Cut size 8"x9.5"	Per cover	
<b>2.4</b>	<b>Binding rates folder, booklet, pamphlet, newsletter etc. (all</b>		

	<b>operations in applicable staple/cross stitch)</b>		
2.41	Up to 25 pages cut size 8.5"x11"	Per booklet	
2.42	Up to 25 pages cut size 4.5"x8.5" (Staple cross stitch)		
2.43	Up to 25 pages cut size 6"x9.5" (folding/staple/cross stitch)	Per booklet	
2.44	Up to 25 pages cut size 5.5"x8.5" (staple/cross stitch)	Per booklet	
2.45	Up to 25 pages cut size 7"x9.5" (staple/cross stitch)	Per booklet	
2.46	More than 25 pages cut size 8.5"x11" (staple/cross stitch)	Per booklet	
2.47	More than 25 pages cut size 4.5"x8.5" (staple/cross stitch)	Per booklet	
2.48	More than 25 pages cut size 6"x9.5" (staple/cross stitch)	Per booklet	
2.49	More than 25 pages cut size 5.5"x8.5" (staple/cross stitch)	Per booklet	
2.50	More than 25 pages cut size 7"x9.5" (staple/cross stitch)	Per booklet	
<b>3</b>	<b>Part C: Rate of Papers (all Rates should be inclusive of wastage)</b>		
3.01	White Map Litho paper (Ballarpur) 23"x36"/90 GSM	Per 100 Sheet	
3.02	Art paper (mat/gloss) sinarmas (Bilt) 23"x36"/110 GSM	Per 100 Sheet	
3.03	Art paper (mat/gloss) sinarmas (Bilt) 23"x36"/130 GSM	Per 100 Sheet	
3.04	Imported art paper (mat/gloss) magna-star 23"x36"/110 GSM	Per 100 Sheet	
3.05	Imported art paper (mat/gloss) magna-star 23"x36"/130 GSM	Per 100 Sheet	
3.06	Imported art paper (mat/gloss) magna-star 23"x36"/170 GSM	Per 100 Sheet	
3.07	White Map Litho paper (Ballarpur) 20"x30"/90 GSM	Per 100 Sheet	
3.08	Art paper (mat/gloss) sinarmas (Bilt) 20"x30"/110 GSM	Per 100 Sheet	
3.09	Art paper (mat/gloss) sinarmas (Bilt) 20"x30"/130 GSM	Per 100 Sheet	
3.10	Art paper (mat/gloss) sinarmas (Bilt) 20"x30"/170 GSM	Per 100 Sheet	
3.11	Imported art paper (mat/gloss) magna-star 20"x30"/110 GSM	Per 100 Sheet	
3.12	Imported art paper (mat/gloss) magna-star 20"x30"/130 GSM	Per 100 Sheet	
3.13	Imported art paper (mat/gloss) magna-star 20"x30"/170 GSM	Per 100 Sheet	
3.14	Imported art card (mat/gloss) magna-star 23"x36"/220 GSM	Per 100 Sheet	
3.15	Imported art card (mat/gloss) magna-star 23"x36"/300 GSM	Per 100 Sheet	
3.16	Imported art card (mat/gloss) magna-	Per 100	

	star 22"x28"/220 GSM	Sheet	
3.17	Imported art card (mat/gloss) magna-star 22"x28"/300 GSM	Per 100 Sheet	
3.18	Imported art card (mat/gloss) magna-star 23"x36"/220 GSM	Per 100 Sheet	
3.19	Imported art card (mat/gloss) magna-star 23"x36"/300 GSM	Per 100 Sheet	
3.20	Imported art card (mat/gloss) magna-star 22"x28"/220 GSM	Per 100 Sheet	
3.21	Imported art card (mat/gloss) magna-star 22"x28"/300 GSM	Per 100 Sheet	

**Note:-**

- The rate should be quoted each as per units for all items.
- The approximate quantities mentioned are only for the purpose of financial comparative.
- The actual requirement may vary from the quantities provided as per actual need.
- At the time of actual billing the amount/cost will be calculated on pro-rata basis.
- The quoted rates are inclusive of all taxes etc.

**Signature and Seal of the Bidder**

Name & Address of the firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Email ID \_\_\_\_\_

