

**CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
KAUSALYANGA :: BHUBANESWAR - 751002**

TENDER NOTICE No. 15 / 2009-10

**Tender closing date: 28.08.2010**

Sealed tenders are invited from reputed and registered firms for award Annual Rate Contract for publication of booklets, pamphlets, annual report, quarterly report, proceedings, training manual etc. for one year. Tender form containing detailed terms & conditions may be obtained from our website i.e. [www.cifa.in](http://www.cifa.in). Tender documents should be submitted along with the tender fee of Rs.250/- only (Non-refundable) and EMD Rs.5,000/- (Refundable) positively in shape of demand draft drawn in favour of "ICAR Unit CIFA" payable at State Bank of India, Kauslayganga (code – 8874). The tender may be sent to the Officer-in-Charge (Stores) as to reach on or before **28.08.2010 (17.00hrs)** and the same will be opened on 30.08.2010 at 11.00hrs onwards.

OFFICER-IN-CHARGE (STORES)

**CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
KAUSALYANGA :: BHUBANESWAR - 751002**

**Annual Rate Contract for publication of booklets, pamphlets, annual report, quarterly report, proceedings, training manual etc. for the period of one year**

Rate contract for printing works

1.	Language	:	English / Hindi / Oriya
2.	No. of pages	:	Per page
3	Size	:	A4 strictly with / without photograph
4	No of copies	:	Minimum 500 copies or part thereof
5	Process of printing	:	DTP composing and offset printing
6	Binding	:	Folding, gathering, cover pasting, section sewing, side stapling, spirial binding
7	Paper	:	(i) 300 GSM imported art paper
			(ii) 220 GSM imported art paper
			(iii) 135 GSM imported art paper
			(iv) 100 GSM imported art paper
			(v) 85 GSM imported art paper
8	Wrapper photos	:	UV spot laminated integration
9	Cost of integration	:	Per photo

**Description of job / materials**

Sl. No.	Description of items of work	English Quoted Rate (Rs.)	Oriya Quoted Rate (Rs.)	Hindi Quoted Rate (Rs.)
I	Type setting and designing : per page			
1	Dy. 1/8 side			
2	Crown 1/4			
3	Dy. 1/4			
II	Printing (minimum quantity 500 copies or part thereof)			
1.	Dy 1/8 size			
a)	i) Single colour (B&W) per form of 8 pages or part thereof up to 500 copies			
	ii) Every additional 500 copies or part thereof			
b)	i) Cut colour per form of 8 pages or part thereof per colour			
	ii) Every additional 500 copies			

2.	Dy. 1/8 size four colour			
a.	i) per form of 8 pages or part thereof upto 500 copies per colour			
b.	ii) Every additional 500 copies or part thereof per colour.			
3	<b>Dy ¼ sizes of crown ¼ size</b>			
a.	Singles colour (B&W) per form of 4 pages or part thereof upto 500 copies			
b	Every additional 4 pages upto 500 copies or part thereof			
c	Cut colour per form of 4 pages or part thereof per colour			
4	<b>Dy ¼ size or crown ¼ size – four colour</b>			
a	Per form of 4 pages of part thereof upto 500 copies per colour			
b	Every additional 500 copies or part thereof per colour			
5	<b>Cover cut colour</b>			
a	For Dy 1/8 size book single colour upto 500 copies			
b	Every additional cut colour per colour upto 500 copies			
6	<b>Cover four colour</b>			
a	For Dy 1/8 size book or Dy ¼ size or crown ¼ size upto 500 copies per colour			
b	Every additional 500 copies or part thereof per colour			
c	Additional cut colour gold/size up to 500 copies			
III	<b>Photographs</b>			
1.	Photo scanning (minimum size 300 sq. cm <sup>2</sup> )			
a	4 colour scanning charge per cm <sup>2</sup>			
b	4 colour scanning with super imposing per cm <sup>2</sup>			
2	Film (minimum size 300 cm <sup>2</sup> )			
a	Half tone / line-single colour plate making / film making charges			
3	Colour proof a) A4 b) A3			
IV	<b>Binding</b>			
a	If less than 70 pages : Centre stapling			
b	If more than 70 pages : Section sewing and perfect bound			
1.	<b>Centre stapling</b>			
a	i) Folding, gathering and sapling forms of Dy. 1/8 16 pages, Dy ¼ pages			
	ii) Every addl 16 pages or part thereof			
b	Folding, gathering, side stapling and cover pasting per form of Dy. ¼ 8 pages of Dy. 1/8 16 pages			

c	Folding, gathering, section screwing and cover pasting per form of Dy. ¼ 8 pages of Dy. 1/8 16 pages			
---	--	--	--	--

## **TERMS & CONDITIONS**

The quotation should be in two parts:

### **A**

The technical bidding has to be enclosed separately / clearly indicating the same on the covers. Samples of earlier works undertaken may be enclosed with this. The list of publications expected during 2010-11 is enclosed. The attached check list should be filled. This should contain:

- ii. Details of one or two recent copies of each of annual report, pamphlet brochures and small booklets etc.
- iii. The facilities/ equipment for printing owned by the firm and the address of the facilities.
- iv. The service the firm would outsource for the present work
- v. The check list should be completely filled with no empty slots and should be signed and should bear legible seal of your firm.

### **B**

The price bidding has to be enclosed separately/clearly indicating the same on the covers. The covering letter in the firm's letter head is to be given.

- i. Price bid is to be given in the format enclosed. If it is not given in this format it will be rejected.
  - ii. Each pages should be signed with firm bearing the legible seal.
  - iii. The enclosed proforma for unit cost for each type of publication is to be filled and submitted.
1. Separate work order along with material for printing will be supplied as and when required. Proof of the matter for printing should be got approved from this Office before printing. Outside firms (Other than Bhubaneswar) should send proof by person / courier.
  2. Cover page of each publication has to be designed by the printer as per the theme provided and at least two designs should be submitted along with proof. The printed materials to be supplied within the stipulated date / period mentioned in the work order.
  3. The final bill along with print copies should be accompanied by a soft copy (in MS word / PDF format) in a CD. The sample copy of the work done to be attached along with quotation.
  4. The firm should own all facilities such as printing press, computers, manpower to carry out the job.
  5. The Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand) only (refundable) and Tender processing fee of Rs.250/- (Rupees two hundred fifty) only (non-refundable) should be in the form of (Separate) demand drafts from a Nationalized Bank in favour of "ICAR Unit CIFA" payable at State Bank of India, Kausalyaganga (code – 8874).

6. The Earnest Money of the unsuccessful Tenderers will be returned immediately after the finalization of Annual Rate Contracts. The Earnest Money Deposit of successful bidders will be retained till the validity of annual rate contract period. The Earnest Money of successful bidders may be forfeited for non-execution of our orders within the delivery period or due to unsatisfactory services during the currency of annual rate contract.
7. This Institute is interested to enter into annual rate contract with the only reputed firms, hence the tenderers are advised to attach the relevant documents along with their offer to prove credentials with regard to their firms in terms of quality/reputation of their printing.
8. Please do submit the list of your customers (Govt./Private Research Laboratories/ Institutes of reputed with special reference to ICAR/CSIR/DBT/ICMR laboratories/Institutes). In your customer list the name of the contract person, designation, telephone, fax and e-mail etc. must be give.
9. The latest copy of Income Tax Clearance Certificate, VAT/CST/PAN/TIN No. etc should be sent along with the offer.
- 10. The Rate Contract must be valid for a period of one year.**
11. Your offer must be based on delivery at CIFA, Kausalyagnaga, Bhubaneswar, otherwise your offer will not be considered.
12. Please indicate VAT/Govt. levies as applicable at the time of submission of the tender. Increase / decrease in Govt. taxes /levies is acceptable.
13. Payment will be made only after the receipt of material in our Stores in good condition. No other payment term will be acceptable to us. Payment will be made by crossed Cheque/Demand Draft within 30 days from the supply of materials in good condition.
14. Your offer should be sent in a sealed cover with indication on envelope **“Quotation for printing of publications on annual rate contract basis” addressed to the Officer-in-Charge (Stores), Central Institute of Freshwater Aquaculture, Kausalyaganga, Bhubaneswar – 751002, Orissa by Regd. Post /Speed Post/ Courier so as to reach on or before 28.08.2010 (17.00 hrs.) positively.**
15. Tenders will be opened on **30.08.2010** at **11.00 hrs.** Late and delay offers will not be considered. The party may attend at the time of opening the tender, if desired.
16. The offer should be clearly written or typed without any cutting or overwriting.
17. The price to be quoted (Prices as indicated in the price list less discount plus taxes and duties, if any applicable) by the tenderer. The price quoted in the rate contract should in non-event exceed the lowest price at which the tenderer sells the stores of identical description to any other research laboratory during the currency of rate contract.

18. The tenderer will have to supply the ordered material under this rate contract within the delivery period as indicated in the purchase order otherwise order may be cancelled and further action as deemed fit will also be initiated as deemed fit by the Competent Authority.
19. Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties.
20. The rate contract can be terminated without any notice in case the performance of the tenderer is found consistently unsatisfactory or due to the serious lapses on the part of the tenderer. Where lapses are of serious nature, in addition to termination of contract the EMD will be forfeited.
21. All disputes subject to Bhubaneswar jurisdiction only.
22. The suppliers may download the tender document including the terms & conditions from CIFA website i.e. [www.cifa.in](http://www.cifa.in) and submit it along with the EMD and tender processing fee in the form of demand draft separately. No hardcopy of tender document would be supplied.
23. The Director, CIFA reserves the right to accept or reject any offer in part or in full without assigning any reason(s) thereof. The tenders will have to confirm in writing in their offer that all the terms and conditions mentioned are acceptable to them.

