



# भाकृअनुप - केन्द्रीय बारानी कृषि अनुसन्धान संस्थान

ICAR - Central Research Institute for Dryland Agriculture संतोषनगर, सैदाबाद-

पोस्ट हैदराबाद ५०००५९ Santoshnagar, Saidabad P.O. Hyderabad 500 059 040-

24530161,24530163,24530224 Fax:040-24531802 www.crida.in Email : stores@crida.in



## NOTICE INVITING TENDERS

**F.No.2-1/(33)/2017/ST**

**Dated : 01<sup>st</sup> May 2017**

### **TENDER ENQUIRY FOR ANNUAL RATE CONTRACT (ARC) FOR PRINTING WORK OF CRIDA.-**

CRIDA is a premier publicly funded Research Institute on Dryland Agriculture under the Indian Council of Agricultural Research (ICAR), DARE, Ministry of Agriculture, Government of India. The Director, CRIDA Santoshnagar, Hyderabad – 500 059, Telangana India, now Invites sealed tenders for Annual Rate Contract for Printing work of CRIDA., in two bid system (technical bid and financial bid) from the eligible bidders/reputed publishers/printers/authorized dealers of large publishing/printing companies.

### **GENERAL TERMS & CONDITIONS**

- 1 Cost of Tender Document:** The cost of Tender Document is **Rs.1000/-** in the form of **Demand Draft (DD)** drawn in favour of **“ICAR Unit - CRIDA A/c.”** Payable at Hyderabad.
- 2 Downloads of Tender Documents:** Tender Document with full details can be downloaded from CRIDA Website (<http://www.crida.in>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed **Cost of tender document** & **EMD** along with the Technical Bids.
- 3 EMD :** EMD in the form of **crossed Demand Draft/Bankers cheque** drawn from any commercial bank in favour of **“ICAR Unit – CRIDA A/c.”**, payable at Hyderabad should be enclosed with the tender (technical bid) quoted by the bidder(s). The bidder has to submit **EMD** except those who are registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC), SSI units registered with NSIC or the concerned Ministry or Department. The unsuccessful bidders EMD will be returned soon after the finalization of Tender, where as the successful bidders **EMD** will be returned subject to furnishing the required **Performance Security** for an amount of **10%** of the value of the contract in the form of **Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank**. The amount of **EMD** submitted along with tender document will be forfeited in the event of failure to submit the performance security before issue of ARC order. The decision in all these matters shall be final and binding on you. No interest will be paid on Earnest Money/Security Deposit for the period of retention in the CRIDA, Hyderabad.

Description of Item (Please see specifications at page Nos.)	Tender cost Rs.	EMD (Rs.)
Annual Rate Contract for Printing work of CRIDA	<b>1000/-</b> If downloaded from website <b>1100/-</b> If required by post.	<b>40,000/-</b>

- 4. Technical Bid & Financial Bid:** The bidders should submit the bids consists of all technical specifications/details as well as item wise financial cost for the items quoted along with commercial terms and conditions. The original copy of tender should be sent to this Office in a sealed cover in a double envelope. The inner envelope should also be sealed. The outer cover should be super scribed **Tender for “Annual Rate Contract for Printing work of CRIDA.,”** The tenderer must place the two sealed envelopes clearly marked **‘TECHNICAL BID’** and **‘FINANCIAL BID’** by indicating the Draft number, date & amount of EMD on the envelop of **‘TECHNICAL BID’**, failing which the tender will not be opened. **Financial Bid to indicate a warning “DO NOT OPEN WITH THE TECHNICAL BID”.**
- 5 Security Deposit:** The successful bidder is required to pay an amount equal to 10% of successful bid amount towards security deposit and the same will be released within one month from the date of expiry of the contract. No interest shall be paid on such security deposit. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank and on which no interest will be paid.

**6 Important Dates:**

1.	Start date of down loading the Tender Document	01-05-2017	11:00 hrs
2.	Last date for down loading of Tender Document or any addendum / corrigendum	23-05-2017	14:00hrs
3.	Last date and time for submission of Tenders	23-05-2017	14:30 hrs
4.	Date and Time for opening of Technical Bids	23-05-2017	15:30 hrs

- 6 Submission:** Tender with proper superscription on the cover as **"ANNUAL RATE CONTRACT (ARC) FOR PRINTING WORK" at CRIDA** should be submitted in the Office of the Director, CRIDA, Santoshnagar Hyderabad – 500 059, Telangana, on or before the due date and time as given in the tender document.
- 7 Payment:** No advance payment is permissible. However payment will be made after satisfactory completion of printing work and on receipt of bills in triplicate by the Director CRIDA. Statutory taxes as applicable at source will be deducted from the bill. All payments will be made by e-transfer/crossed cheque payable at Hyderabad/Online transfer. Penalty amount will be deducted from the bill of the empanelled firm on account of any damages occurred during the service.
- 8 Bank details for e-payment:** The bank details may be furnished along with tender for making e-payment to the successful bidder.
- 9 Period of Contract:** The period of contract will be initially for one year from the date of signing the contract by CRIDA. However, the period is extendable only on mutual consent for another year but not automatic.
- 10 Tender Schedules :** Tenders are invited for "ANNUAL RATE CONTRACT FOR PRINTING WORK." at CRIDA" from reputed, publishers/printers or experienced Registered Companies/ Firms details in printing of Scientific institute's requirements.
- 11 Charges:** The charges have to be quoted on Job basis specifying the charges for each individual Job and summing the total cost of tender including all taxes like Vat/GST etc. Lowest overall cost of tender bid will be considered if technically fit. Lump sum offers and the offers, which are not having item-wise rates of contract charges, will be rejected.
- 12 Termination of Contract:** If services are not satisfactory the CONTRACT will be terminated at any stage. No correspondence in this matter will be entertained
- 13 Taxes/Duties:** Income Tax and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.
- 14 Validity Period :** Firms tendering should note that their offers should remain open for acceptance for 90 days from the date of opening of tender. The rates of successful tenderer will be valid for a period of one year from the date of providing ARC for printing job or subsequent extension if any on mutual consent.
- 15 Right of acceptance:** This office does not pledge itself to accept the lowest or any tender and reserves to itself, the right of accepting the whole or any part of the tender. The Director, CRIDA reserves the right to cancel the bid at any stage without specifying any reasons. Director, CRIDA reserves the right to accept or reject any or all the tenders either in part or in full without assigning any reason thereof. Director reserves the right to decrease or increase the quantity at the time of placing the purchase / work order for printing of brochures, books, etc
- 16 Dispute Jurisdiction:** In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director or some other persons appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract. The decision of the Director, DIRECTOR on any dispute will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.
- 17 Clarification on bidding document:** Any prospective bidder requiring any clarification of the bidding documents can approach Stores Purchase Officer on any working day of CRIDA.
- 18 Bidding procedure** the bid document should be filled in and signed with seal on every page. All the bids are to be submitted in sealed cover with scribing on this cover as TENDER FOR ARC for printing" and also name of the firm and address. Bids are not transferable. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

**"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"**

- 19 Bid Submission and Opening:** The sealed bids for this work are accepted upto 1430hrs on 23-05-2017 . The sealed bids are to be dropped in the tender box kept in Stores Section of the Institute. Any bid received by the CRIDA after the bid submission deadline prescribed in the document will be rejected and returned unopened to the bidder. The bids will be opened at 1500hrs. on the same day in the presence of all bidders or their authorized representatives. The bids received after due date will not be accepted. Only one person of successful bidder is allowed and to participate.
- 20 Penalty:** Penalty is liable to be levied on the firm/agency who do not fulfill to the printing requirement and time limit. Penalty amount will be decided by the Director CRIDA based on the merit of printing requirement and deviation in printing schedules.
- 21 Information to Successful Bidder:** The successful bidder must physically verify the Printing work to be placed under ARC before entering the contract and intimate the same to the Stores purchase department for preparing final list of Printing work under ARC. The Institute shall enter into contract agreement with successful bidder indicating that the firm would responsible or catering the printing requirement as per agreed terms & conditions and service assurance. ARC cannot be transferred or outsourced to third person during entire period of contract. Bank details of the firm must be furnished for payment purpose.
- 22 Enquiry's on tender:** Any enquiry's regarding the tenders will not be entertained once the tenders are opened.
- 23 Acceptance of tender:** Director, CRIDA reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
- 24 Quantities:** Director, CRIDA reserves the right to reduce or increase the quantity at the time of placing the Work Order.
- 25 IMPORTANT NOTE:** The bidder should submit the Technical & Financial bid along with full details mentioned in the Technical bid. The Technical bid must be accompanied with earnest money deposit in the form of Demand Draft. In any case the technical bid without EMD/Demand Draft will not be entertained. The bid should be sealed properly by the bidder and duly super scribed and submit to the above office at the date and time specified above.
- 26 Other conditions :**
- Late submission of tenders & unsigned tenders shall not be entertained at any cost after specified date & time as indicated. **The tenders without EMD amount will not be considered.**
  - In the event of the date & time specified for tender receipt being declared as a closed holiday for purchaser's office, the due date for submission of tenders will be the following working day at the specified timings. CRIDA does not hold any responsibility for postal delays.
  - The tender document should invariably be filled in and duly signed by the authorized signatory by affixing the company/firm seal on every page of tender and the terms and conditions should strictly be followed before submitting the tender.
  - The bidders/representatives who are going to attend the technical bid/financial bid opening may invariably bring authorization letter issued by the respective company/ firm for the purpose.

(Stores & Purchase Officer)

## **TERMS AND CONDITIONS OF TENDER – PART II**

1. **PURCHASER:** Director, Central Research Institute for Dryland Agriculture,  
Santoshnagar, Hyderabad – 59.
2. The supply of stores as per the details given in the tender schedule has to be completed within a period of 15 days from the date of placing supply/work order. Please quote earliest possible guaranteed date by which you can complete furnishing the installation.
3. **Conditions of contract:** As contained in special/general conditions of contract and schedule and annexure to the tender attached herewith.
4. Tenderers are bound to accept order for additional quantity at the rate quoted only if order is place on them within 90 days from the date of issue of A/T.
5. In case the tenderer wants to furnish in a separate covering letter any additional information, particulars or quote conditions (e.g. those relating to allowance, discount, rebate, etc.) which cannot be accommodated in the tender form, an indication to that effect should be given in the tender form by means of a note. In the absence of such indication in the tender form the contents of the covering letter will be ignored in consideration of tender.
6. Firm should note that it is desired that their offer should remain open for acceptance for 90 days from the date of opening the tenders. In the absence of such an indication in the tender form, it will be assumed that their offers will remain open for acceptance for the period as specified.

TENDERERS MUST GIVE SPECIFIC ANSWERS AGAINST EACH OF THE FOLLOWING QUESTIONS. TENDERS CONTAINING EQUIVOCAL OR EVASIVE REPLIES WILL BE IGNORED.

- 1) Whether supply of stores in question confirm to particulars quoted in the schedule; if not, details of deviation must be stated here
- 2) I) Brand:  
  
ii) Name and address of :  
Manufacturer  
  
iii) Guaranteed date by which the :  
Supply can be completed
- 3) Business name and constitution:  
of tendering form  
( is the firm registered under)  
  
i) The Indian Partnership Act :

<b>"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"</b>
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1932

ii) The Indian Companies Act, :  
1956

iii) Any act, if not, who are owners:  
(Please give full names)

- 4) Do you agree to the Arbitration Clause stipulated (Your acceptance or non- acceptance of this Clause will not influence the decision of the tender. It should, however be noted that as omission to answer the above question will be deemed as an acceptance of the Clause).

(FOR PARTNERSHIP FIRMS WHETHER REGISTERED OR NOT REGISTERED UNDER INDIAN PARTNERSHIP ACT, 1932)

Should the answer to this question by a partnership firm be in the affirmative, please state further:

- a) Whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
- b) If the answer to (a) is in the negative whether there is any general power of attorney execute by all the partners tender to refer dispute concerning business of the partnership to arbitration:
- c) If the answer to either (a) or (b) is in the affirmative, have you already furnished a copy either the partnership agreement or the general power of attorney as the case may be, to this Institute. Please quote the references to the communication by which this was done.

NB.1) If a copy of neither the partnership agreement for general power of attorney has previously been furnished to this Institute please attach to the tender a copy of either documents on which reliance is placed for authority of partners of the partner signing the tender to refer disputes to arbitration. The copy should be admitted by Notary public to or its execution should be admitted by affidavitation on a properly stamped paper by all the partners.

2)Where authority to refer disputes to arbitration has not been given to the partners signing the tender, the tender must be signed by every partner of the firm.

5) **INDICATE FOLLOWING DETAILS :**

- I) What is your installed capacity
  - ii) What is your working capacity
  - iii) What is the existing load
  - iv) What portion of your capacity  
you prepared to reserve and allocate  
to this Rate contract
- 6) Whether Earnest Money has been deposited:

(SIGNATURE OF TENDERER)

<b>"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"</b>
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## **ANNEXURE (I) (SCHEDULE TO TENDER FORM)**

(To be returned by Tenderers along with Tender duly signed)

### **1. CONDITIONS OF CONTRACT:**

Printed or cyclostyled or such terms and conditions of the tendering firms not appearing in the body of the tender will not be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to in para 1 of the invitation of tender and instructions to tenderers. In case any terms and conditions of contract applicable to this invitation to tender are not acceptable to the tendering firms, they should specifically state deviation therefrom in the body of their tender.

### **2. DEVIATION FROM SPECIFICATION:**

It is in the interest of the tenderers to study the specifications, specified in the tender schedule thoroughly before quoting so that if any deviations are made by the Tenderers the same are prominently brought out in the body of their tender.

### **3. PRICES:**

- a) Prices must be in terms of new coinage system, viz., rupees and paisa.
- b) The unit prices should be for supply of stores in question indicated in the schedule to tender enquiry and not any other supply.
- c) Prices quoted should be invariably for undertaking at CRIDA Complex, Santoshnagar, Hyderabad, at destination inclusive of all charges.
- d) Discount if any, should be indicated promptly.

### **4. TRANSIT INSURANCE:**

The purchaser will not pay separately for transit insurance and the contract will be responsible till the entire supply is made.

### **5. PRICE PREFERENCE FOR EARLIER DELIVERY:**

It should be noted that if a contract is placed on the tenderer as a result of this invitation to tender in preference to the lowest acceptable offer in consideration of offer of earlier supplies, the contractor will be liable to the Council the difference between the contract rate and that of the lowest.

ACCEPTABLE TENDER, on the basis of duties and other incidentals in case of failure to completion of supply in terms of such contract within the date of completion specified in the tender and incorporated in the contract.

This is in addition to and without prejudice to other rights under the terms of the contract.

<b>"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"</b>
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**6. PAYMENT TERMS:**

Payment shall be made within 15 days from the date of completion of entire supplies. The Tenderer may please submit the following details for online transfer of the payments:

- I) Name of the Account holder:
- II) Name of the Bank:
- III) Name of the Branch:
- IV) Account Number:
- V) RTGS/NEFT/IFS Code:
- VI) Type of Account:

**7. ADDITIONAL PARTICULARS TO BE FURNISHED BY THE TENDERER:**

Tenderers shall submit along with their tenders:

- i) An Income Tax clearance certificate (duly countersigned by the Income Tax Officer of the Circle concerned under the seal of his office)
- ii) Name and full address of their Banker:
- iii) Performance statement duly signed by them regarding work undertaken by them against contract for similar supplies for the past three years. In case the tenderer has not secured any contract during the past three years, he should give the performance against earlier contract placed on him, if any, samples of the supply work executed may please be enclosed to the tender.
- iv) The assignment, they possess for executing the supply work liable to be ignored.

**8. JURISDICTION:**

All questions, disputes or differences under, out or in connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the Acceptance or Tender is issued, is situated.

(SIGNATURE OF TENDERER)

<b>"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"</b>
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## **TENDER SCHEDULE FOR PRINTING OF PUBLICATIONS**

Date of Submission of Tender Form: \_\_\_\_\_ at 14:00hrs

Date of Opening of Tender Form: \_\_\_\_\_ at 15:00hrs

BID SECURITY/EMD of Rs. 40,000 (Rupees Forty Thousand Only) by way of DD drawn in favour of ICAR Unit A/c, CRIDA.

<b>S. No.</b>	<b>Name of the Work/Item</b>	<b>Specification</b>	
1	Cover page cost (including front and back side – 4 pages)	a) 210 GSM IAC b) 210 GSM FAC c) 250 GSM IAC d) 250 GSC FAC e) 300 GSM IAC f) 300 GSM FAC g) 130 GSM FA paper Matt.	<b>18.5 x 24.5</b>  <b>¼ demy</b>  <b>1/8 demy</b>  <b>A4</b>
2	Text paper rate per leaf i.e. 2 pages to be quoted	a) 70 GSM Maplitho paper of reputed brand b) 80 GSM Maplitho paper of reputed brand c) 90 GSM Maplitho paper of reputed brand d) 110 GSM (Art paper) – FA e) 130 GSM (Art paper for photographs only) – IA paper f) 130 GSM (Art paper for photographs only) – FA paper g) 170 GSM (Art paper for photographs only) – IA paper h) 170 GSM (Art paper for photographs only) – IF paper I) Indian Art paper Matt 100 GSM	
3	Typesetting per page		
4	Plate processing for black and white print (Single Color Job) a) Film processing per page (positive film) b) Film processing per page (Negative film)		
5	Plate processing for Colour Print a) Film processing per page (Two colour job) b) Film processing per page (Three colour job) c) Film processing per page (Multi colour job)		
6	Printing of Text (Off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies	

**“ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA”**

7	Printing of text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi colour	Up to 1000 copies	
8	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies	
9	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 1000 copies	
10	Design and layout charges including system work as percent of total typesetting (cover page + text page) costs only		
11	Lamination of cover page (to be quoted per page) a) Glossy b) Matt c) Gloss + Matt Combination d) Spot UV Lamination e) Full UV Lamination		
12	Binding charges per copy a) Perfect binding/Fuse binding - With section sewing - Without section sewing a) Hard binding b) Center pinning c) Side pinning d) Wire binding e) Spiral binding f) Comb binding g) Loop binding		
13	Scanning and posting of photographs Rate per photo	Black & White, Multi colour	
14	Provision of Docket with pouch for CD, including good quality CD with PDF format of the print job alongwith hard copy (Optional as for the indent)	Rate per piece	
15	Brouchers/Folders printing job works: Type setting, plate processing Multicolour printing excluding paper cost	Upto 500 Nos.	

**“ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA”**

16	Docket pouches for A4 other size inserts(Rate per docket)	Upto 500 Nos.  Upto 1000 Nos. (Rate to the quoted per piece)	
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- The Printer must provide 3 black & white and 2 colour proof printouts as required by the indenter
- The indenter may ask for any number of proofs (soft copies) of the publication before finalizing final prints. However the number of black & white and colour printouts is restricted as above
- The firms must provide PDF version/ format of final publication along with hard copies
- VAT/Any other charge, please specify
- If Institute desires to print other sizes, which are not mentioned above, the nearest rates will be applicable.
- Any graphic image containing logos, GIS maps, Screen slots posted will be considered as photos only.
- Intentional blank pages left are also considered as print pages
- The input content will be provided in the form of MS-Word and images in JPEG format.

**Signature of the Tenderer**

**"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"**



# भाकृअनुप - केन्द्रीय बारानी कृषि अनुसन्धान संस्थान

ICAR - Central Research Institute for Dryland Agriculture

संतोषनगर, सैदाबाद-पोस्ट हैदराबाद ५०००५९ Santoshnagar, Saidabad P.O. Hyderabad 500 059 040-

24530161, 24530163, 24530224 Fax:040-24531802 www.crida.in Email : stores@crida.in



## CHECK LIST

Please give page numbers to the tender document and all enclosures and also verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

PLEASE NOTE THAT ALL RELATED PHOTO COPIES MAY PLEASE BE ENCLOSED WITH THE TENDER DOCUMENT AS A PROOF

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
1.	<b>Cost of Tender Schedule:</b> Rs.1000/- in the form of Demand Draft drawn in favour of "ICAR Unit - CRIDA A/c.". The Tender Document can also be downloaded with full details through CRIDA Website ( <a href="http://www.crida.in/">http://www.crida.in/</a> ) or the Government of India, Central Public Procurement Portal ( <a href="http://www.eprocure.gov.in">http://www.eprocure.gov.in</a> )		
2.	<b>Earnest Money Deposit:</b> EMD should be drawn on any Commercial bank as indicated in the notice inviting tenders in favour of "ICAR UNIT - CRIDA A/c" <b>EMD D.D.No.</b> _____ Dated: _____ for Rs. _____ ; Bank _____		
3.	Following documents as indicated in the tender document printed on the tenderer's letterhead with date signature and seal.		
3 (a)	<b>Tender Form</b>		
3 (b)	Bid Security Deposit		
3 (c)	Attested copies of registration certificate of the firm/agency;		
3 (d)	Attested copies of Income tax return/assessment order for last year.		
3(e)	<b>Technical Bid</b>		
3(f)	<b>Financial Bid</b>		
4	Provide information on company's physical infrastructure to support ARC project		
5	The entire original tender document with seal and signature on each page.		
6	Attested copies of Past 5 Years experience related to printing /publishers/ Annual Rate contract works.		
7	The entire <b>original tender document</b> with <b>seal and signature on each page</b> at the time of submission of tender document(s) within the due date.		
8	Document showing the firm/company's last <b>two financial years i.e. 2015-16 &amp; 2016-17</b> certified by the Chartered Accountant		
9	Document regarding <b>registration /Certificate</b> of incorporation of the firm issued by the appropriate government to be enclosed.		
10	Certificates of registration for <b>Sales Tax / VAT</b> issued by appropriate Government for the required services with the seal of the tenderer to be enclosed.		
11	The firm should submit <b>Income Tax returns</b> of previous 3 assessment years i.e., <b>2014-15, 2015-16 &amp; 2016-17</b> along with the tender document.		
12	<b>NSIC/SSI certificates</b> registered with NSIC (if applicable) to be enclosed		
13	<b>Any other document</b> or information as required in the tender document.		
14	<b>Total pages of your entire Tender Document (Technical Bid)</b> including Enclosures		
		No.of Total Pages : __	

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

**"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"**

**TENDER FORM**  
(To be filled in by the Tenderer duly printed on their letter head)

Tenderer's Ref.No. \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

Grams: \_\_\_\_\_

PIN \_\_\_\_\_

Phone No. \_\_\_\_\_

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

To  
The Director  
Central Research Institute for Dryland Agriculture,  
Santoshnagar, Saidabad, HYDERABAD – 500 059

Ref: Your Tender Notice Advt. No. \_\_\_\_\_ dated-----.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the **rates given in the said schedule and agree to hold this offer for 180 days for acceptance**. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_ for Rs. \_\_\_\_\_ (in words) Rupees \_\_\_\_\_ only) drawn on (Bank) \_\_\_\_\_ is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Witness

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

**"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"**

# **Technical Bid**

## **SCHEDULE – I**

1. Name of the Firm/Agency: :-----
2. Full address with Post Box No. :-----  
And Telephone No. if any :-----  
:-----
3. Name and Full Address of your Banker's :-----
4. Your Permanent Income Tax No./Circle/Ward :-----
5. Date of establishment of the agency/firm/company:-----
6. Earnest Money Deposited :-----  
(Write draft No./date/issuing bank details) :-----
7. Experience :-----
8. Turn over (Financial Year) :-----

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### **AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

#### **Note :**

Signature and Seal of the Bidder: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_

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<b>"ANNUAL RATE CONTRACT FOR PRINTING WORK at CRIDA"</b>
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## (FINANCIAL BID)

(To be enclosed in a separate envelope and sealed)

### PRICE SCHEDULE for Schedule – II

(To be filled in by the Tenderer duly printed on their letter head)

### TENDER SCHEDULE FOR PRINTING OF PUBLICATIONS

Date of Submission of Tender Form: \_\_\_\_\_ at 14:00hrs

Date of Opening of Tender Form: \_\_\_\_\_ at 15:00hrs

BID SECURITY/EMD of Rs. 40,000 (Rupees Forty Thousand Only) by way of DD drawn in favour of ICAR Unit A/c, CRIDA.

S. No.	Name of the Work/Item	Specification	Rate/ Size (cms)			
1	Cover page cost (including front and back side – 4 pages)	a) 210 GSM IAC b) 210 GSM FAC c) 250 GSM IAC d) 250 GSC FAC e) 300 GSM IAC f) 300 GSM FAC g) 130 GSM FA paper Matt.	18.5 x 24.5	¼ demy	1/8 demy	A4
2	Text paper rate per leaf i.e. 2 pages to be quoted	a) 70 GSM Maplitho paper of reputed brand b) 80 GSM Maplitho paper of reputed brand c) 90 GSM Maplitho paper of reputed brand d) 110 GSM (Art paper) – FA e) 130 GSM (Art paper for photographs only) – IA paper f) 130 GSM (Art paper for photographs only) – FA paper g) 170 GSM (Art paper for photographs only) – IA paper h) 170 GSM (Art paper for photographs only) – IF paper I) Indian Art paper Matt 100 GSM				
3	Typesetting per page					
4	Plate processing for black and white print (Single Color Job) a) Film processing per page (positive film) b) Film processing per page (Negative film)					

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5	Plate processing for Colour Print a) Film processing per page (Two colour job) b) Film processing per page (Three colour job) c) Film processing per page (Multi colour job)					
6	Printing of Text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies				
7	Printing of text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi colour	Up to 1000 copies				
8	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies				
9	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 1000 copies				
10	Design and layout charges including system work as percent of total typesetting (cover page + text page) costs only					
11	Lamination of cover page (to be quoted per page) a) Glossy b) Matt c) Gloss + Matt Combination d) Spot UV Lamination e) Full UV Lamination					

12	Binding charges per copy a) Perfect binding/Fuse binding - With section sewing - Without section sewing a) Hard binding b) Center pinning c) Side pinning d) Wire binding e) Spiral binding f) Comb binding g) Loop binding					
13	Scanning and posting of photographs Rate per photo	Black & White, Multi colour				
14	Provision of Docket with pouch for CD, including good quality CD with PDF format of the print job alongwith hard copy (Optional as for the indent)	Rate per piece				
15	Brouchers/Folders printing job works: Typesetting, plate processing Multicolour printing excluding paper cost	Upto 500 Nos.				
16	Docket pouches for A4 other size inserts(Rate per docket)	Upto 500 Nos.  Upto 1000 Nos. (Rate to the quoted per piece)				

- If Institute desires to print other sizes, which are not mentioned above, the nearest rates will be applicable.
- Any graphic image containing logos, GIS maps, Screen slots posted will be considered as photos only.
- Intentional blank pages left are also considered as print pages
- The input content will be provided in the form of MS-Word and images in JPEG format.

**Signature of the Tenderer**

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## ELIGIBILITY AND QUALIFICATION REQUIREMENTS

This invitation of tenders is open from 'A' class offset multi colour sheeted private printers of twin cities of Hyderabad and Secunderabad.

1. The Tenderers shall have to quote all the rates depending upon their past experience and financial standing. In complete /part rates quoted tender likely to be disqualified.
2. Each Tenderer must also send attested Xerox copy of Sales Tax clearance certificate from the appropriate authorities in the form prescribed therefore for the last (3) years.
3. Each Tenderer must also send attested Xerox copy of latest Income Tax Certificate/Assessment Order for the last (3) years and Xerox copy PAN number.
4. Each Tenderer must also enclose Scientific Publications Printed by their firm in the preceding five years period.
5. If Institute desires to print other sizes, which are not mentioned above, the nearest will be considered
6. The tender must indicate rate of percentage of all taxes instead of taxes as applicable

**Signature of the Tenderer**

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