



ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUT
Barrackpore, Kolkata-700 120, West Bengal
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No. Printing(Bkp)-335(2)/2019-Stores/

Dated: 24 05.2019

To

**Sub: Printing of Books, Journals, Newsletters, Handbooks,
Brochures, Bulletins, Annual Reports etc.- Reg.**

Sir,

This Institute invites sealed tenders from reputed agencies/firms having expertise and working experience in Government Departments for **Printing of Books, Journals, Newsletters, Handbooks, Brochures, Bulletins, Annual Reports etc. by Offset process only, in Hindi/Bengali/English language(s) on Annual Job contract basis. Only those firms need to submit tenders which possess requisite printing machines.**

Tender has to be submitted in two bid system 1) Containing Technical details and 2) containing Financial details in two separate sealed envelopes marked as "Technical bid" and "Financial bid" respectively as applicable. Both these envelopes should then be enclosed in another envelop marked as " **TENDER FOR RATE CONTRACT FOR PRINTING**" and Address to The Asstt. Administrative Officer (Stores) ICAR-CIFRI, Barrackpore, Kolkata-700 120, West Bengal.

Last date for submitting of the Tender, either by hand or by post, at the office of the undersigned is 14th, June 2019 till 2.00 P.M. The Bids will be opened on the same day i.e. 14th June, 2019 at 3.00 P.M.

TERMS & CONDITIONS

1. Tender documents issued are non-transferable.
2. Tender should be submitted in two bid system with Technical bid and Financial bid, enclosed in separate sealed envelopes marked as "TECHNICAL BID" and FINANCIAL BID", respectively, as applicable and both of these envelopes should be enclosed in an outer envelope marked as "TENDER FOR RATE CONTRACT FOR PRINTING".
3. The Technical bid should contain the following:
 - (a) The details of Printing firms as per specification Annexure-I.
 - (b) Samples of Papers, other related materials to be used.
 - (c) Samples of published printed materials by the printer as per the Item No.A to H of ANNEXUR-II.
 - (d) A certificate of the bidder, to the effect that the samples enclosed are as per the specification.
 - (e) **Bank Demand Drafts for Rs. 30,000/- as EMD down in favour of "ICAR UNIT-CIFRI, and payable at State Bank of India, Barrckpure branch IFS Code(SBIN0000029). Failure to submit DDs for EMD, the tender application will be rejected. Other than DD no form of payment will be entertained.**
 - (f) Copy of Income Tax Return for the past three years.
 - (g) Copy of valid Registration Certificate of the firm obtained from Competent Government office.
 - (h) A list of Government offices for which printing job has been undertaken during the last three years with copies of work order(s) as proof.
 - (i) The firm should have minimum 03(three) years experience of printing Annual Report(s)/Book(s)/News letter(s) etc. Copies of Annual Report/Book/Newsletter in support of the claim should be annexed with the Technical Bid failing which the Bid will be rejected.
4. The financial bid should contain rates quoted as per items A to H as per Annexure II.
5. Evaluation of the tenders will be made first on the basis of technical bid and then on the basis of financial bid by a duly constituted committee.
6. The tender should remain valid for 90 (ninety) days from the date of opening.
7. The printing firms' establishment should be located within the jurisdiction of Kolkata. The firm should have four colour offset machines with in house processing equipment facility, which will be subjected to physical verification by an appropriate committee constituted by the Competent Authority. This will be part of evaluation of technical bid, failing which the tender will be rejected. The Institute reserves the right to inspect the in-house facility at any time without any prior intimation.
8. The rate quoted will be valid for a period of one year (12 months) from the date of issue of work order. No price escalation will be considered during the contract period.

9. The last date for the receipt of tender is 14th, June, 2019 up to 02.00 PM. The bids are to be submitted by hand or may be sent by post to "The Assistant Administrative Officer (Stores)", ICAR-CIFRI, Barrackpore, Kolkata-700 120, West Bengal" so as to reach before the scheduled closing date and time. Last bids shall not be entertained beyond the prescribed date and time.
10. The department will supply printing matter, either as hard copy or soft copy. Further works like designing, composing, proofing and printing will be done by the agency. At least three proofs will have to be attended before approval of the colour, matter and design of both cover and text.
11. Performance security @10% of the average contract value of the Institute for the last three years will be collected from the successful bidder and will be retained until the termination of contract. This security is being collected from the printer in order to protect the interest of the Institute like manuscript, research materials, IP protection, quality maintenance etc.
12. No advance payment will be made by the Institute. The bids bearing the clause for advance payment will be rejected.
13. Art work, master copy in the form of soft and hard copies and its Negatives/positives plates, etc. will have to be returned to the Institute at the time of delivery of the printed materials.
14. Printed materials should be delivered at ICAR-CIFRI, Barrackpore within the specified dates as suggested at the time of issuing work order. No transportation/delivery charges shall be paid by CIFRI and the delivery shall be on F. O.R basis.
15. The Institute reserves the right to reject the printed materials in full or part, if the quality is not found satisfactorily by the competent authority.
16. The tender evaluation will be based on submission of all the necessary documents, information, credentials, certificated, etc. as above and item wise comparison as per the items given in the tender documents.
17. Director of the Institute reserves the right to reject one or all tenders/ Quotations without assigning any reason.
18. Authenticated declaration as per Annexure-III in letter head of the firm.
19. The Director, ICAR-CIFRI reserves the right to Accept/Reject any an all bids partially/full without assigning any reason thereof.

The sealed tenders/quotations be addressed to the Asst. Administrative Officer (Stores), ICAR-Central Inland Fisheries Research Institute, Barrackpore, Kolkata- 700120, West Bengal.

Asstt. Administrative Officer
(Stores)

Annexure-I

Details of the firm:

1. Name of the Printing Press :
2. Full Address :
3. Phone No. :
FAX No
E-mail Address :
4. Name of the owner &
Nature of Ownership :
5. Pan Card No. :
6. Details of firm's Registration with :
(Enclose copies as proof)
7. Details of the infrastructure including Complete address of the
Infrastructure where they are located as following :
 - i. No. of single colour offset printing machine:
 - ii. No. of four colour offset printing machine:
 - iii. No. of Binding machine:
 - iv. No. of Stitching machine:
 - v. No. of cutting machine:
 - vi. No. of computers for designing formatting:
 - vii. Details of infrastructure for Desktop Printing.

300

- 8. Detail of Annual Turnover for last three year.
(Enclose copies of balance sheet as proof)
- 9. Details of the skilled man-power engaged by the printing press:
- 10. Details at least 5(five) work orders from Govt. Organizations, of value not less than 02(two) lakhs each/ financial year as following with copies of such orders enclosed for proof.

Sl.No.	Name of the Organization	Period(Year)	Printing details along with amount(Rs.)	Remarks
1.	2.	3.	4.	5.

- 11. Enclosed samples of printed material/Publications/Periodicals.
- 12. The tenderer should furnish a certificate on a separate paper certifying that the samples enclosed are in accordance with specifications as per the tender notification.

Place:
Date:

Signature with seal

Annexure-II

Detailed specifications of materials to be printed

A .Book Size	Rate quoted				
	A (27cmx21cm)	B (24cmx18cm)	C (25cmx18cm)	D (25cmx17cm)	E (21.5cmx14cm)
1. <u>Quality to be supplied</u> 2. <u>COVER :</u> 2.1 Cover composing, designing, printing in multicolour and lamination filming as per layout for copies as mentioned in column A to E. 2.2 Cover composing, designing, printing in single colour and lamination filming as per layout for copies as mentioned in column A to E 2.3 U.V.Printing 2.4 Cover Paper Cost 2.4.1-300 GSM 2.4.2-220 GSM 2.4.3-130 GSM	300	200	200	200	200

3. TEXT :

- 3.1 Single Colour-composing, designing, proof processing and printing per 4 page forme of copies as mentioned in column A to E.
- 3.2 Multi colour-composing, designing, proof processing and printing per 4 page forme for copies as mentioned in column A to E.
- 3.3 Cost of Text paper
 - 3.3.1 Art Paper – 130 GSM
 - 3.3.2 Sunlit Offset paper– 90 GSM
Deluxe quality – 95 GSM

4. BINDING :

- 4.1 Hard board with jacket pasting on inner side cover without printing, perfect binding.
- 4.2 Binding, Centre stitching with staples at two places and cut flush on 3 sides.
 - Up to 50 pages.
 - 51 to 100 pages
 - 101 to 150 pages
 - 151 to 200 pages
 - 201 to 250 pages

4.3 Sewing binding using good Quality thread

Up to 50 pages

51 to 100 pages

101 to 150 pages

151 to 200 pages

201 to 250 pages

4.4 Wipro Binding

5. Cost of ADDITIONAL COPIES:

In multiple of 100 copies,
(With cost of paper, binding, Stitching, printing etc. all included and complete in all respect)

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B. FOLDERS/PAMPHLETS	47 x 21.6 cm Three folds 130 gsm paper	36.9 x 24.2 cm Two folds 130 gsm paper	50 cm x 32cm Two folds with internal pocket 300 gsm paper	62 cm x 24.5 cm four folds 200 gsm paper	37 cm x 23.2 cm Three folds 130 gsm paper	24 cm x 23 cm Two folds 130 gsm paper
<p>(1) Copies : 500 (2) Paper : good quality Indian Art paper (3) Text interspersed with multi colour photographs/illustrations at suitable places design composition as per layout colour proof filming. (4) Printing UV Printing. (5) Additional copies of 100</p>						
<p>(C) LETTER HEADS : (1) Paper : Good quality executive bond Paper (2) No. of copies : 1000 (3) UV Printing (4) Additional copies of 100</p>	20 x 29.7 cm				19 x 25.5 cm	
<p>D. NEWSLETTER :</p>						Rate quoted
<p>(1) A-4 Size (220 x 280 mm cut size) (2) Quantity : 300 (3) Number of pages per issue – 28 pages or additional 4 pages forme. (4) Lay out – Self cover with mast – head printing in two or more colours on the top of first page (Composing, designing, filming and colour proof as per layout). (5) Text printing – four colours printing by offset process. Text will be Printed in single colour and captions/heading by separate colours(s). Halftone, line illustrations and coloured Photographs, inter spread in their text at a suitable places as</p>						

close to their references be printed in different colour as per layout design.	
(6) Paper - 130 GSM Imported Art Paper.	
(7) Binding - Centre stitched with staples at two places and cut flush on three sides.	
(8) Printing - UV Printing	
(9) Additional copies of 100	

E. TABLE CALENDER :	Rate quoted
(1) Size - 8" x 6.5" approx	
(2) Printing - 4 colour offset printing all through.	
(3) No. of pages - 6 sheet and 1 sheet - (i.e. total 7 leaves)	
(4) Paper - 170 GSM Art paper	
(5) Binding - Spiral binding or Wiro binding	
(6) Envelope - Single colour Printed envelopes.	
(7) Quantity : 300	
(8) Additional copies for 100.	

F. NOTE PAD :	24.3 x 18.2 cm	14.8cm x 21 cm
(1) Number of Sheets - 40 nos.		
(2) Paper - 60 gsm Rueld/Unrules		
(3) Front Cover - Cove composing Designing in Multicolour with CIFRI logo, Name		
(4) Back over - Thick board cover Of 300 gsm		
(5) Quantity - 500 pcs.		

	Rate quoted
<p>G. TELEPHONE DIRECTORY</p> <p>(1) Size : 5.25" x 4" (2) Printing - 4 colour printing by offset process (3) Paper - Art, 90 gsm (4) Binding - Centre stich (5) Quantity - 400 (6) Cover - 220 gsm, Art paper</p>	
<p>H. Leaflet</p>	<p>21 cm x 14 cm</p>
<p>(1) Copies : 500 (2) Paper : 130 gsm good quality Indian Art paper (3) Text interspersed with multi Colour photographs/ illustrations at suitable places design composition as per layout colour proof filming. (4) Printing: UV Printing. (5) Additional copies of 100</p>	

ANNEXURE-III

(Printed on letter head of the firm)

TO WHOM IT MAY CONCERN

We hereby certify that our firm M/s. _____

_____ has not been black listed by any Government/

Semi Government Department/ICAR Institute in India and has never been declared insolvent.

(Signature of the firm with seal)