



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर (राजस्थान) 342 003/Jodhpur (Rajasthan) 342 003
Website: www.cazri.res.in, Email: director.cazri@icar.gov.in
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F. No. 5(3)2018-19/Admn.IV/

Dated the 24th October, 2018

“NOTICE FOR INVITING BIDS FOR RATE CONTRACT FOR PRINTING”

The ICAR-Central Arid Zone Research Institute (ICAR-CAZRI) invites bids (in two bid system) for the printing of CAZRI’s High quality Books, Research Bulletins, Reports, Newsletters and Other similar high quality publications in Hindi/English or Bilingual from reputed printer firms capable to print/publish and supply the items on credit basis under Annual Rate Contract. The other details and tender document/form, etc. are available on the website of CAZRI i.e. www.cazri.res.in. The Last date of submission of sealed tender is 12.11.2018 up to 2.30 p.m. .

Asstt. Administrative Officer(S)
for Director



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Phone No. 0291 – 2787152 (AAO(S)/ 2786485(CAO))



F. No. 5(3)2018-19/Adm-IV

Dated : 24th October, 2018

Notice for Inviting Tender for Annual Rate Contract for Printing of CAZRI's High quality Books, Research Bulletins, Reports, Newsletters and Other similar high quality publications in Hindi/English or Bilingual

Critical Date Sheet

1.	Date of issue of the Tender document	25.10.2018
2.	Last date and time for sale of Tender documents	12.11.2018 at 01.00 p.m.
3.	Last date and time for submission of the Tender	12.11.2018 at 02.30 p.m.
4.	Pre-Bid meeting	30.10.2018 at 11.30 a.m.
5.	Date and time for opening of Technical bid	12.11.2018 at 03.00 p.m.
6.	Date and time for opening of Financial bid	After finalization of the Technical bids
7.	Tender fee	Rs. 500.00 in favour of "ICAR-Unit, CAZRI, Jodhpur "
8.	Bid Security	Rs. 20,000.00 in favour of "ICAR-Unit, CAZRI, Jodhpur "

Note: The Tender documents are available on CAZRI website www.cazri.res.in. The interested registered firms of repute /Printers/publishers may download the same from this website and submitted the tender complete in all respect to this office by or before the due date & time.

From : The Asstt. Admn. Officer (S)
Admn. IV, ICAR-CAZRI,
Jodhpur- 342003

To : M/s _____

Sub : Tender for Annual Rate Contract for Printing of CAZRI's High quality Books, Research Bulletins, Reports, Newsletters and Other similar high quality publications in Hindi/English or Bilingual

Dear Sirs,

On behalf of the Director, ICAR-CAZRI, Jodhpur sealed tenders are invited under Two bid system from the registered firms of repute/printers/publishers for Printing of CAZRI's High quality Books, Research Bulletins, Reports, Newsletters and Other similar high quality publications in Hindi/English or Bilingual under Annual Rate Contract (for a period of one year and the Contract can be extended further one year time subject to mutual consent/agreement on the same terms and conditions). Other details and Terms & Conditions are as per the tender documents.

2. The tenders should be submitted in double cover. The First cover (cover-1) should contain Technical bid i.e. Technical Bid Annexure I to VI and Part A & Part B) and also Tender fee, bid Security (in the form of Demand Draft/ Banker's cheque in favour of ICAR-Unit, CAZRI, Jodhpur). The Second cover (cover-2) should contain the Financial bid -Annexure VII (Schedule) duly filled in the prescribed pro-forma and signed along with the quoted prices. The covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed and superscribed "Tender for Annual Rate Contract for Printing of CAZRI's High quality Books, Research Bulletins, Reports, Newsletters and Other similar high quality publications in Hindi/English or Bilingual - due date 12.11.2018 at 2.30 p.m."

3. The Quotation/tender must be submitted to this Office by or before **Due Date i.e.12.11.2018 up to 2.30 P.M.** by Courier/Registered Post/Speed Post in sealed cover, failing which it will not be considered.

4. The Tender (Technical bid) is to be opened on **Due Date i.e. 12.11.2018 at 3.00 p.m.** at the office of ICAR - CAZRI, Jodhpur by the Committee members in presence of the representative of firms those who submitted their Tender.

Yours faithfully,

Enclosed : as above

Asstt. Administrative Officer (S)
for Director

IMPORTANT INFORMATION

1. **PURCHASER:** The Director, ICAR-CAZRI, Jodhpur.
 2. **CONSIGNEE:** Director, ICAR-CAZRI, Jodhpur/ Indenting officer/any authorised employee of the Institute.
 3. **PERIOD OF CONTRACT:** **one year** from the date of conclusion of Rate Contract. Contract period may be extended for further period depending upon requirements with mutual agreement. However the Director, CAZRI reserves the right to reduce the period of RC/ terminate/cancel the Rate Contract at any time (before expiry of Rate Contract) without assigning any reason thereof.
 4. **FIRM & FIXED RATES:** **Any firm/party may quote their rate as per the Schedules and rates should be quoted accordingly.** Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
- Note:**
- (a) The rates of items shall be submitted on the format given in the financial bid.
 - (b) Prices/Rates against all items should be quoted inclusive of all applicable taxes except Service Tax/GST, if any.
 - (c) Tenderers should furnish samples of the item along with tender rates as asked for Samples submitted after tender opening time shall not be accepted.
 - (d) Selected Firm/Agency should deliver the items at site at free of cost.
 - (e) The ICAR-CAZRI will not be bound to accept the lowest Tender/bid and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of ICAR-CAZRI. The decision of the ICAR-CAZRI shall be final in this regard.
5. **NON TRANSFERABILITY:** This tender is non-transferable.
 6. **TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.
 7. **BID SECURITY (EARNEST MONEY) :** An amount of Rupees Rs. 20,000/- only has to be submitted DEPOSIT by way of Banker's Cheque/Demand Draft in favour of ICAR unit-CAZRI, Jodhpur payable at Jodhpur, along with the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without bid security (EMD) shall be rejected straightaway and will not be considered under any circumstances. The bid security (EMD) of tendering firms who submit the sealed bid/tender, but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of ICAR-CAZRI. Bid Security (EMD) is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the Bid Security (EMD) of the unsuccessful bidder will be returned after finalization of the Rate Contract.
 8. **PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telex/Fax/ e-mail/ Letterhead/tender will not be accepted and ignored straightaway.
 9. **TENDER FEE:** Tendering firms are required to furnish a non –refundable tender fee of Rs. 500/-(Rupees five hundred only) may be submitted in the form of D.D./Bankers cheque /Pay order in favour of “**ICAR Unit-CAZRI, Jodhpur**” payable at Jodhpur along with the Technical bid. The Tender Document can also be downloaded from CAZRI website www.cazri.res.in.
 10. **LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
 11. **CAZRI's RIGHTS:** The Director, ICAR-CAZRI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
 12. **LEGAL ISSUE:** All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Jodhpur only.

Signatures of the bidder with seal

GENERAL INSTRUCTIONS

1. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. Any firm/party requires quote their rates for all the items as per the Schedules.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract.
4. Quotations/tender qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN/TIN No/GST number with their tender.
6. Tenders received without Tender Fee and Bid Security (EMD) by way of DD or Pay Order/Banker's Cheque in the name of ICAR Unit-CAZRI, Jodhpur will not be considered at all.
7. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in ICAR-CAZRI will stand automatically extended up to 15:00 hours of the next working day in the Government offices.
8. Late/delayed tenders received in ICAR-CAZRI due to any reason whatsoever will not be accepted under any circumstances.
9. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
10. **The sealed tender envelope should be super scribed as under:**
"TENDER No. -----
"TENDER FOR Rate Contract for the printing of CAZRI's High quality Books, Research Bulletins, Reports, Newsletters and other similar high quality publications"
11. The sealed tender complete in all respect must be submitted to this Office by or before **Due Date i.e.12.11.2018 up to 2.30 P.M.** by Courier/Registered Post/Speed Post in sealed cover, failing which it will not be considered.
12. Acceptance of the rate will be communicated by Express letter/Fax/E-mail/Institute Website or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Express letter/Fax/e-mail etc. should be acted upon immediately.
13. **Each and every page of the tender documents must be signed and sealed by the bidder.**
14. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions set out in the tender enquiry.
15. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders submitted without accompanying the Tender fee & Bid security (EMD) shall be rejected summarily. Tender Document can be downloaded from the CAZRI website: www.cazri.res.in and cost of tender document (tender fee) Rs. 500/- (non-refundable) is to be paid by means of Bankers Cheque/Pay Order/Demand Draft in favour of ICAR Unit-CAZRI, Jodhpur should be attached with the Technical bid.
16. The Director, ICAR-CAZRI reserves the right to accept or reject any or all tender without assigning any reasons thereof.

Signatures of the bidder with seal

TERMS AND CONDITIONS

1. The Rate Contracts shall be valid for the period of **one year** from the date of awarding the Contracts. The Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. Bid Security (EMD) will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders. An amount of Rs. 35,000/- (Rs. Thirty five Thousand only) in lump-sum as Performance Security/security deposit of the contract is to be deposited in the form of Bank Guarantee/FDR/Demand Draft/Banker's cheque in favour of ICAR-Unit, CAZRI, Jodhpur by the Selected Agency/Successful tenderer only after receiving a communication from CAZRI which will be returned to the bidder as and when the period of Rate Contracts come to an end as per tender T&C. No interest on security deposit and EMD shall be paid by the Institute to the tenderer. In the event of non-deposition of the same, the earnest money will be forfeited.
3. ICAR-CAZRI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
4. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, ICAR-CAZRI and his decision shall be binding to both the parties.
5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Jodhpur only.
6. Intending Tenderers will have to furnish a copy of their PAN No., TAN/TIN No. and Sale Tax Registration Number/GST Number (proof to be attached).
7. Authorized Signatory/ Signing of Tender:
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

NOTES:

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, ICAR-CAZRI may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

8. The tenderers should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
9. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
- 10.1 The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the ICAR-CAZRI or any office of Central Govt. or a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the Central Government or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the ICAR-CAZRI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
- 10.2 The supplier shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to ICAR-CAZRI under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization (s) as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to ICAR- CAZRI."
11. **Indenting Authority:** ICAR-CAZRI.
12. **Consignee:** Director, ICAR-CAZRI, Jodhpur or any other authorized officer of the Institute on behalf of the Director, ICAR-CAZRI, Jodhpur
13. **Delivery Period:** Within 30 days of the placement of confirmed supply order on the firm or as stipulated in the printing Order.
14. **Payment Terms:** 100% payment shall be released within 30 days on satisfactory receipt of the printing/publication Books/Research Bulletin/Reports/News –letters/Folders etc. as ordered. Advance payment will not be made under any circumstances.
15. Sales Tax/GST or any other tax in respect of this contract shall be payable by the agency and CAZRI will not entertain any claim whatsoever in this respect. However, TDS/any other tax, which is as per the rules of the Govt. shall be deducted at source from bills of the successful tenderer as per rule.
16. **Dispatch Instructions:** Stores are required to be delivered to the Indenting Officer/at the Admn-IV (Store) Section, CAZRI, Jodhpur, Rajasthan, 342 003 on free delivery without any extra charges to the consignee's premises.
17. Purchaser will not pay separately for transit insurance/transportation and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
18. **GUARANTEE/WARRANTY:** The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality/as per sample and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the 5

goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the abovementioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

19. Tenderers who are registered with DGS&D/NSIC/GeM for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

20. **Duties & Taxes**

Sales Tax/GST: Tenderers should indicate whether the prices quoted are exclusive or inclusive of sales tax/GST. They should indicate the rate (s) of GST/ Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

21. **TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).**

22. The decision of the ICAR-CAZRI shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

23. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

24. **Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the successful bidder/printer as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 0.5% per week of the price of any stores which the successful bidder /printer has failed to deliver within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.

25. **Inspection:** The inspection of the printing press/infrastructure facility of the bidder/printer a committee may visit the premises prior intimation to bidder before finalization of the Rate Contract.

26. The CAZRI reserves the right to reject any or all the quotations without assigning any reason.

Signatures of the bidder with seal

Tender Acceptance Letter
(To be given on Company Letter head)

To

Sub : Acceptance of Terms & Conditions of the Tender.

Tender Reference No. _____
Name of item/work _____

Dear Sir,

1. I/We have received/downloaded the Tender documents for the above mentioned item/work/services from the Institute/ website namely:

as per your above referred Tender 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/organisation too 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 black-listed/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 your department/organisation 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 bid security (Earnest money) deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them for the ARC.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax/GST.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

General Terms & Conditions:

1. No wastage charges will be given.
2. PDF version of the final product is to be provided to the Institute
3. United/Hindustan super quality ink should be used in the Printing/Publication works.
4. Film scanning to be done through drum scanning.
5. Maps and diagrams should be prepared as per specifications.
6. Printer should have all the facilities under one roof for undertaking and completion of job.
7. Subletting of job will be a disqualification
8. Corrected galley proofs/page proofs will be supplied by the press within 10 days from the date of sending the manuscripts. Before printing, final Print Order shall be obtained from the concerned officer of the Institute.
9. Written agreement will have to be executed by the successful tenderer on a non-judicial stamp paper of appropriate value as per specimen form.
10. Samples of all type of Maplitho paper/Art paper/Art Card sheet for which rates are quoted should be enclosed with the offer.
11. The Director, ICAR-CAZRI, reserves the right to include/exclude relevant material/ information in the publication at the eleventh hour, if necessary.
12. The proofs/drafts may be corrected/improved/revise by the Institute 3 times, if the desired results/output is not received.
13. No advance payment will be made but payment is assured within 30 days from the date of receipt of the Bills/delivery of published materials subject to satisfactory work as per specifications/requirements.
14. Before Binding, Dummy Copy of the printed material i.e. Books/Reports/Bulletins, etc. must be given to Indenter for his approval.
15. Pasting job of the printing/publication may be got approved from the Indenter before final printing.
16. The butter paper/film (Camera process) Colour/Black & White photos, manuscript, floppy/CD etc. must be returned/handed over to the Institute after completion of printing/publication work.
17. The contract will remain valid for a period of one year and further extendable for another one year on mutual agreement provided it is considered in the interest of Institute.
18. In support of the amount of Sales Tax/GST claimed if any, the following certificate may be given "Goods on which sales tax/GST has been charged have not been exempted under the sales tax Act and rules made thereunder and that the charge on account of Sales Tax on these good are under the provision of that Act or the rules made thereunder.
19. The Director, ICAR-CAZRI, reserves the right to terminate/cancel the Rate Contract at any time (before expiry of the Rate Contract) without assigning any reason thereof.
20. Firm's Registration number, ITC clearance, CST/RST and TIN numbers/GST number (as applicable) may be given.
21. All bids must be accompanied by a bid security / earnest money deposit (EMD) of Rs. 20,000/- in lump-sum of the estimated value of the contract/ item in the form of Demand Draft on a scheduled commercial Bank in India, in favour of ICAR Unit-CAZRI, Jodhpur. Without EMD bid will not be considered.
22. The firm awarded the contract will have to furnish a performance security in the form of Bank Guarantee as per the pro-forma to be supplied by the Institute or pledged to ICAR Unit-CAZRI, Jodhpur from a scheduled commercial Bank for an amount of Rs. 35,000/- (in lump sum) which may 5% to 10% of the value of the contract, which should remain valid for the expire period of contract plus two months.
23. General terms and conditions are as mentioned in our NITs/Tender.

Asstt. Administrative Officer(S)

Signature of bidder with seal -----

Technical Bid – Part ‘A’

Check list of documents to be attached in Technical Bid cover of the Tender

The Firms/Printer/Publishers are required to attached copies of the following documents in technical bid cover of the Tender :-

S.No.	Documents required	✓ Attached with Technical bid X not attached with technical bid
a)	Tender fee Rs. 500/- details of DD/Bankers cheque	
b)	Details of DD/Bankers cheque of Bid Security (EMD) Rs. 20,000.00 / its exemption, if any.	
c)	Copy of Firm's registration issued by the Central Govt./State Govt.	
d)	Copy of Valid i) PAN issued by Income Tax Department and, ii) copy of TIN No. & GST Registration No.	
e)	RTGS detail of the firm	
f)	Copy of Income Tax Return of last 2 years	
g)	i) Users list, and ii) Copies of the Work Order/Contract awarded to firm/printer/publisher by the other Govt. dept./organizations etc. for the said item(s) of last 2 years.	
h)	Signed our terms and conditions and General Terms & conditions	
i)	Samples of Maplitho paper, Art papers and Art Card sheets etc. for which rates quoted	
j)	Samples of Scientific Publications etc.	
k)	Tender acceptance letter	
l)	Copy of Signed Price Bid undertaking	
m)	Any other, if any	

(Signature of the Bidder, with Official Seal)

Technical Bid Part – ‘B’
Details of the Firm/Printer/Publisher/Company

S.No.	Particulars	
1.	Name of Proprietor of the firm/printer/publisher	
2.	Name of firm/printer/publisher	
3	Registered/Postal Address	
4.	Details of the firm /company/society etc.- i) Individual/UHF ii) Partnership firm (Regd. under partnership act 1932) In case of partnership firm give the details of partners. iii) Company (Regd. Under Indian Companies Act 1956 or Any other	
5.	Registration. No. with the name of Central Govt./State Govt. department wherein registered the firm	
6.	Registration No. GOI and Govt. of Rajasthan	
7.	Phone number/Mobile number office residence	
8.	e-mail Address	
9.	PAN No	
10.	TIN /GST Registration. No.	
11.	Applicable Bank Details : Bank Name : Branch Address with Phone No. Account No. Type of Account (Current/Saving) RTGS/IFSC Code & Branch	
12.	Any Other	

(Signature of the Bidder, with Official Seal)



FINANCIAL BID
(To be submitted separately in Financial bid cover)

भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर (राजस्थान) 342 003/Jodhpur (Rajasthan) 342 003

Website: www.cazri.res.in, Email: director.cazri@icar.gov.in
Tel. No. 0291-2786584 (Dir.) 2786485 (CAO) 2787152(AAO) Fax No. 0291- 2788706



F.No. 5(3)2018-19/Admn. IV/

Dated the 24th October, 2018

SCHEDULE

Annual Rate Contract for printing of CAZRI's high quality Books, Research Bulletins, Reports, Newsletters and other similar high quality publications in Hindi, English or Bilingual:

Size of Publications :		Uncut size -	9" x 11.5"		5.75" x 9"		7.5" x 10"	
		Cut size/Finishing size -	8½"x11" (23"x36"/8) (or as specified)		5¼"x 8½" (23"x36"/16) (or as specified)		7"x9½" (20"x30"/8) (or as specified)	
1	I	Colour Printing of Text and cover page by CtP Technology (Computer to plate): Manuscript will be provided in soft copy (Cost including composing, type settings, editing of photograph, PS Plates, pasting of sheets, plate making operations and plate making from computer and printing)	Up to 1000 copies	Above 1000 copies (Rates for additional 1000 copies)	Up to 1000 copies	Above 1000 copies (Rates for additional 1000 copies)	Up to 1000 copies	Above 1000 copies (Rates for additional 1000 copies)
	i)	Per form of 8 pages or part per colour						
	ii)	Per form of 4 pages or part per colour						
	iii)	Per form of 2 pages or part per colour						
	II	B/W Printing from Positives by P.S. Plates						
	i)	Per form of 8 pages or part						
	ii)	Per form of 4 pages or part						
	iii)	Per form of 2 pages or part						
2		Off-set printing (B&W)						
	I	Manuscript will be provided in soft copy (cost including composing, type settings, editing of photograph pasting of sheets, plate making operations and plate making for printing)						
	i)	on Maplitho paper						
	a)	Per form of 8 pages or part						
	b)	Per form of 4 pages or part						
	c)	Per form of 2 pages or part						

	ii)	on Art paper					
	a)	Per form of 8 pages or part					
	b)	Per form of 4 pages or part					
	c)	Per form of 2 pages or part					
	II	Type-set and composed material will be provided by the Institute (cost including pasting of sheets, plate making operations and plate making for printing)					
	i)	On Maplitho paper					
	a)	Per form of 8 pages or part					
	b)	Per form of 4 pages or part					
	c)	Per form of 2 pages or part					
	ii)	on Art paper					
	a)	Per form of 8 pages or part					
	b)	Per form of 4 pages or part					
	c)	Per form of 2 pages or part					
3		Printing on butter paper including butter paper cost					
	i)	Normal printing					
	ii)	Mirror printing					
4	A	Lamination (Garware) per sq. inch (Garware/BOPP 12 micron Lamination film) (The rate may be quoted per sq. inch. The rates will be calculated for actual number of copies of laminated size.)					
	i)	Gloss (thermal)					
	ii)	Matt					
	B	UV(Spot Lamination) curling Per sq. inch					
5		Binding	Uncut size - 9" x 11.5" Cut size/Finishing size 8½"x11" (23"x36"/8) (or as specified)	Uncut size - 5.75" x 9" Cut size/Finishing size 5¼"x 8½" (23"x36"/16) (or as specified)	Uncut size-7.5" x10" Cut size/Finishing size - 7"x9½" (20"x30"/8) (or as specified)		
	A	Centre Stitching Binding (Rates including folding, gathering, collating centre stitching by wire staples at two places alongwith creasing of cover and cut flush)					
	a)	16 pages or part					
	b)	8 pages or part					

	c)	4 pages or part			
	d)	Tipping in /pasting per leaf			
	B	Thread Sewing (Rates including folding, gathering, collating, Section sewing with thread cover pasting on the spine with endleaves pasted on to the inner covers and cut flush alongwith creasing of cover			
	a)	16 pages or part			
	b)	8 pages or part			
	c)	4 pages or part			
	d)	Tipping in /pasting per leaf			
	C	Hard bound case making with full covering			
	i)	Rate for full Leather bound book			
	ii)	Rate for full Rexine bound book			
	D	Folding only			
	a)	8 pages			
	b)	6 pages			
	c)	4 pages			
	d)	3 pages			
	e)	2 pages			
	E	Folding with stitching/wire staple (for multiple leaves)			
6		Rate of Paper (per ream)			
	A	Maplitho	20"x30"	23"x36"	
		Bellarpur supershine Maplitho paper 80 GSM			
	B	Art papers ("Sinarmas" brand) (rate per ream)	20"x30"	23"x36"	
	a)	90 GSM			
	b)	100 GSM			
	c)	110 GSM			
	d)	130 GSM			
	e)	150 GSM			

	f)	170 GSM		
	C	Art Card sheet (“Sinarmas” brand)	22” x 28” per sheet	23” x 36” per sheet
	a)	220 GSM		
	b)	250 GSM		
	c)	275GSM		
	d)	300 GSM		
7		Sales Tax/GST if to be charged extra percentage thereof may kindly be indicated clearly		

Signature of bidder with name & seal-----