



**Hkk0d`0vuq0i0&ljlksa vuqla/kku funs'kky;]**  
**ICAR-DIRECTORATE OF RAPESEED MUSTARD RESEARCH**  
**Isoj] Hkjriqj 321 303 ¼jkt0½**  
**SEWAR, BHARATPUR (RAJ.) 321 303**

Tel: 05644-260379/ 260154(O)  
Fax: 05644-260565/260154  
E-mail: director.drmr@gmail.com  
Website: <http://www.drmr.res.in>



F. No. 4-36/SP/2015

**SPEED POST**  
Dated: 30-04-2016

List Enclosed

**Sub: NIT for Annual rate contract for printing of various publications of DRMR, Bharatpur - reg.**

Sir,

On behalf of the Director of this Directorate, I am to invite your lowest quotation for printing works attached as per specifications in **Annexure –B**.

**Annexure –B (Financial Bid)**

You are therefore requested to kindly give your rates quotations for **“Annual Rate Contract”** of various printing works as per following terms and conditions:-

**Please indicate rate/ copy as well as on prorata basis.**

**Terms and Conditions: -**

- 1- The rates to be quotation by the firm should be valid for one year in the first instance.
- 2- Once the rates of the press are submitted and accepted, requests for any increase in them will not be considered during the period of the printing arrangement.
- 3- Detailed specifications of the jobs may please be seen at separate Annexure-I .The rates for the job should be quoted separately for different jobs strictly on the basis of the ‘Forms of Quotations’ (Annexure – I) if the Quotations are not complete in any respect or are not given items-wise as in the prescribed Form of quotation (Annexure-I), they may not be Considered.
- 4- All Printing job of DRMR, the press has to submit the complete backup of the final version printed book etc. in a good quality writable C.Ds’ to the DRMR, Bharatpur.
- 5- Quotation should be sent to this Office in a sealed cover super scribed ‘**Quotation for Annual Rate Contract of printing works Publication**, by **30/05/2016 up to 1.00PM** Quotations received after the specified time and date will not be considered.
- 6- The Quotation will be opened on **30/05/2016** up to 3.00PM in the Committee Room of DRMR, Bharatpur in the presence of such of the quotations of their authorized representatives, who may like to be present.
- 7- The Tender fee of Rs. 500/- & Earnest Money of **Rs. 15,000/- ( Rupees Fifteen thousand only)** in the form of Bank drafts drawn in favour of “ **ICAR Unit DRMR, Bharatpur**” Payable at SBI Bharatpur, Rajasthan 321 303 Should be enclosed along with the quotation.
- 8- The successful Quotation, has to deposit of **Rs. 50,000/- (Rupees Fifty thousand only)** as Performance Security which will be retained till the completion of the rate contract No interest shall be paid on security deposit. In the event of failure to take up the work after the acceptance of your rates or unable to complete the work satisfactorily in accordance with the terms and conditions of the arrangement, the amount of Security Money is liable to be forfeited by the Director, DRMR, Bharatpur and his decision in this matter shall be final and binding on the firm.
- 9- The Institute will insist upon the timely printing of jobs. Tentative Printing schedules will be given for each job in the work order. If failure on this account, the Printer will be liable to penalty as further decided by the Institute in respect of delay in printing of DRMR, Publications.

- 10- In the event of press being not able to complete the job and leaving in unfinished in between for whatever reason, no payment whatsoever will be made to the press by the institute for the part of the work done irrespective of its nature and quantum.
- 11- If the Directorate feels at any time that any job is being delayed at your Press for whatsoever reason, it will have the right to withdraw the same.
- 12- Complete ferro/ammonia proofs/laser printouts in colour and black and white of the jobs, will have to be shown to the institute for its approval before undertaking the final printing without any extra cost to the institute. The instructions/corrections marked by the institute on the ferro/ammonia proofs / laser printouts in colour and black and white will have to be carried out very carefully by the Press without any extra cost to the Institute.
- 13- The press will be required to collect all the material i.e. composed pages, illustrations, Transparencies / colour prints etc. from the institute.
- 14- The press is required to give Complete back up of the Institute's finished jobs in digital format on CDs.
- 15- The Director DRMR is not bound to accept the lowest quotation or any quotation or to assign any reason for rejection of any or all the quotations. He also reserves the right of accepting the whole or any part of quotations. His decision in these matters shall be final and binding on the firm.
- 16- The printing arrangement may be terminated at any stage of the work at the discretion of the Director DRMR, Bharatpur without assigning any reason and payment will be made for the work if considered satisfactory by him. The decision of Director, DRMR, Bharatpur in all these matters shall be final and binding on the firm.
- 17- The Printing arrangement may be extended on the existing rates, terms and conditions etc. after one year for such a period as the Institute may decide in consultation with firm.
- 18- In the event of making a supply of the printed copies short of the actual number of copies ordered, the Directorate will deduct the cost of the copies supplied short from their respective bill.
- 19- The printer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security.
- 20- Taxes if any applicable should be mentioned clearly. This Centre's jurisdiction is Bharatpur (Raj.)
- 21- Price Should be FOR DRMR, Bharatpur.
- 22- While submitting tenders PAN / TIN No., Sales Tax / Service Tax Registration No. Should necessarily be indicated in the quotation.
- 23- Any bid security will not be linked to any pending amount in the Institute.
- 24- The Bidding Firm Should give their complete address on the bottom left corner of the Main cover.
- 25- The firm/press should have experience of printing in Govt./Autonomous organisations for **at least 3 years** proof of same should be submitted.
- 26- **The firm/press should have an annual turnover of at least 10lacs. Financial statement alongwith copy of Income tax return (ITR) should be submitted.**
- 27- **The tender should be submitted in two bid system financial & technical.**
- 28- **A detailed list of equipment and manpower should be furnished as per Annexure-'A'.**

Yours faithfully,

Administrative Officer

Copy to :- Dr. Vinod Kumar, Sr. Scientist for uploading on DRMR website/tenders.gov.in

## DETAILS OF EQUIPMENT &amp; MANPOWER FOR OFFSET PRINTING FIRM

| MACHINES                             | Year of<br>Manufacture | No. of<br>Machines |        |
|--------------------------------------|------------------------|--------------------|--------|
| 1. Computers (PCs or Mac)            | -----                  | -----              |        |
| 2. Image Setter                      | -----                  | -----              |        |
| 3. Laser Printers:                   |                        |                    |        |
| Colour                               | -----                  | -----              |        |
| B/W                                  | -----                  | -----              |        |
| STAFF:                               |                        |                    |        |
| Number of laser typesetting operator |                        | -----              |        |
| Number of Proof readers              |                        | -----              |        |
| 4. PROCESSING                        | Name & Model/Type      | Size               | Number |
| i). Scanner                          |                        |                    |        |
| (a) Drum Scanner                     | -----                  | -----              | -----  |
| (b) Flat bed Scanner                 | -----                  | -----              | -----  |
| ii). Any other equipment             | -----                  | -----              | -----  |
| 5. CtP (COMPUTER TO PLATE UNIT)      | Name & Model/Type      | Size               |        |
|                                      | -----                  | -----              |        |
| 6. PLATE MAKING                      |                        |                    |        |
| i). No. of Printing Down Farnes      |                        | -----              |        |
| ii). Other equipment, if any         |                        | -----              |        |

7. MACHINE ROOM

**Details of offset Machinery**

| Name/Make | Year  | No. of Units | Manufacture Machines |
|-----------|-------|--------------|----------------------|
| a. -----  | ----- | -----        | -----                |
| b. -----  | ----- | -----        | -----                |
| c. -----  | ----- | -----        | -----                |
| d. -----  | ----- | -----        | -----                |
| e. -----  | ----- | -----        | -----                |
| f. -----  | ----- | -----        | -----                |

8. BINDING SECTION

|                                 | Name & Model | Size  | No. of Machines |
|---------------------------------|--------------|-------|-----------------|
| a) Paper Cutting Machine:-      |              |       |                 |
| a) Programme Cutting Machine    | -----        | ----- | -----           |
| b) Manual Cutting Machine       | -----        | ----- | -----           |
| b). Stitching Machine           | -----        | ----- | -----           |
| c). Perforating Machine         | -----        | ----- | -----           |
| d). Punching Machine            | -----        | ----- | -----           |
| e). Hand Numbering Machine      | -----        | ----- | -----           |
| f). U.V. Cutting Machine        | -----        | ----- | -----           |
| g). Plastic Lamination Machine  | -----        | ----- | -----           |
| h). Any other bindery equipment | -----        | ----- | -----           |

9. OTHER EQUIPMENTS, IF ANY

(Not falling under any of the previous headings)

-----

Signature and Stamp of the Firm

**Financial Bid**  
**LIST of different type of Publication possibly to be published**  
**during 2016-17 at DRMR**

**ITEM No. 1**  
**Annual Report (English)**

| S.No. | Item                       | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|----------------------------|---|---|
| 1     | No of Copies               | 250(Approx)   |   |
| 2     | No of pages                | 100 pages (Approx)(exclusive of cover page)   |   |
| 3     | Size                       | A4 (8.5"X 11.75")   |   |
| 4     | Paper                      | <ul style="list-style-type: none"> <li>• Cover page 300 GSM matt finish imported art card</li> <li>• Inner Pages: 130 GSM matt finish Imported paper</li> </ul> |   |
| 5     | No of Photos               | <ul style="list-style-type: none"> <li>• Photographs/figures 50 (Approx)</li> <li>• Graphics/drawing 20 (Approx)</li> </ul>                                     |   |
| 6     | Colour pages               | Multi color all pages   |   |
| 7     | Cover printing/ Lamination | Multi color printing with lamination  |   |
| 8     | Binding                    | Book shape/Perfect  | Cost of additional 50 copies (if need Pro rata rate)  |

**ITEM No. 2**  
**Annual Report (In Hindi)**

| S.No. | Item                       | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|----------------------------|---|---|
| 1     | No of Copies               | 250(Approx)   |   |
| 2     | No of pages                | 85 pages (Approx)   |   |
| 3     | Size                       | A4 (8.5"X 11.75")   |   |
| 4     | Paper                      | <ul style="list-style-type: none"> <li>• Cover page 300 GSM matt finish imported art card</li> <li>• Inner Pages: 130 GSM matt finish Imported paper</li> </ul> |   |
| 5     | No of Photo & Graphs       | <ul style="list-style-type: none"> <li>• Photographs/figures 50 (Approx)</li> <li>• Graphics/drawing 20 (Approx)</li> </ul>                                     |   |
| 6     | Colour pages               | Multi color all pages   |   |
| 7     | Cover printing/ Lamination | Multi color, UV printing with lamination  |   |
| 8     | Binding                    | Book shape/Perfect  | Cost of additional 50 copies (if need Pro rata rate)  |

**ITEM No. 3****Sidharth: Sarson Sandesh (In Hindi)**

| S.No. | Item                      | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|---------------------------|---|---|
| 1     | No of Copies              | 250(Approx)   | Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages               | 106 pages (Approx)  |   |
| 3     | Size                      | A4 (8.5"X 11.75")   |   |
| 4     | Paper                     | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> <li>Inner Pages: 130 GSM matt finish Imported paper</li> </ul> |   |
| 5     | No of Photo               | Photographs 20 (Approx)   |   |
| 6     | Colour pages              | Cover + 8 Pages (Approx)  |   |
| 7     | Black and White pages     | 102 (Aprox)   |   |
| 8     | Cover Printing/Lemination | Multi Colour UV Printing with lamination  |   |
| 9     | Binding                   | Book shape/ Perfect   |   |

**ITEM No. 4****Sarson News (English) A**

| S.No. | Item                        | Specifications                       | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|-----------------------------|--------------------------------------|---|
| 1     | No of Copies                | 250(Approx)                          | Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages                 | 20 pages (Approx)                    |   |
| 3     | Size                        | A4 (8.5"X 11.75")                    |   |
| 4     | Paper                       | 170 GSM matt finish imported paper   |   |
| 5     | No of Photo                 | Photographs 20 (Approx)              |   |
| 6     | Colour pages                | Multi Color all pages                |   |
| 7     | Cover printing/lemination   | Multi color printing with lamination |   |
| 8     | Binding Printing/Lemination | Staple                               |   |

**ITEM No. 5****Sarson News (Hindi)**

| S.No. | Item                        | Specifications                       | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|-----------------------------|--------------------------------------|---|
| 1     | No of Copies                | 250(Approx)                          | Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages                 | 20 pages (Approx)                    |   |
| 3     | Size                        | A4 (8.5"X 11.75")                    |   |
| 4     | Paper                       | 170 GSM matt finish imported paper   |   |
| 5     | No of Photo                 | Photographs 20 (Approx)              |   |
| 6     | Colour pages                | Multi Color all pages                |   |
| 7     | Cover printing/lemination   | Multi color printing with lamination |   |
| 8     | Binding Printing/Lemination | Staple                               |   |

**ITEM No. 6****Technical bulletins (Booklets Type-1)**

| S.No. | Item                       | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|----------------------------|---|---|
| 1     | No of Copies               | 250(Approx)   |   |
| 2     | No of pages                | 36 pages (Approx)   |   |
| 3     | Size                       | 7"X 10")  |   |
| 4     | Paper                      | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> <li>Inner Pages: 170 GSM matt finish Imported paper</li> </ul> |   |
| 5     | No of Photo & Graphs       | <ul style="list-style-type: none"> <li>Photographs/figures 30 (Approx)</li> </ul>   |   |
| 6     | Colour pages               | Multi color all pages   |   |
| 7     | Cover printing/ Lamination | Multi color, UV printing with lamination  | Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 8     | Binding                    | Book Shape  |   |

**ITEM No. 7****Technical bulletins (Booklets Type-2)**

| S.No. | Item                       | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|----------------------------|---|---|
| 1     | No of Copies               | 250(Approx)   |   |
| 2     | No of pages                | 40 pages (Approx)   |   |
| 3     | Size                       | 5"X 8.5")   |   |
| 4     | Paper                      | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> <li>Inner Pages: 130 GSM matt finish Imported paper</li> </ul> |   |
| 5     | No of Photo                | Photographs 20 (Approx)   |   |
| 6     | Colour pages               | Multi color all pages   |   |
| 7     | Cover printing/ Lamination | Multi color, UV printing with lamination  | Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 8     | Binding                    | Book shape/Perfect  |   |

**ITEM No. 8****Technical bulletins (Booklets Type-3)**

| S.No. | Item                          | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|-------------------------------|---|---|
| 1     | No of Copies                  | 250(Approx)   | Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages                   | 40 pages (Approx)   |   |
| 3     | Size                          | 7"X 10")  |   |
| 4     | Paper                         | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> <li>Inner Pages: 130 GSM matt finish Imported paper</li> </ul> |   |
| 5     | Colour pages                  | Black and White   |   |
| 6     | Cover printing/<br>Lemination | Multi color, UV printing with lamination  |   |
| 7     | Binding                       | Book shape/Perfect  |   |

**ITEM No. 9****Technical bulletins (Booklets Type-4)**

| S.No. | Item                          | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|-------------------------------|---|---|
| 1     | No of Copies                  | 250(Approx)   | Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages                   | 40 pages (Approx)   |   |
| 3     | Size                          | 5"X 8.5")   |   |
| 4     | Paper                         | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> <li>Inner Pages: 130 GSM matt finish Imported paper</li> </ul> |   |
| 5     | Colour pages                  | Black and White   |   |
| 6     | Cover printing/<br>Lemination | Multi color, UV printing with lamination  |   |
| 7     | Binding                       | Book shape/Perfect  |   |



**ITEM No. 10****Technical bulletins (Folder-1)**

| S.No. | Item          | Specifications   | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|---------------|--|---|
| 1     | No of Copies  | 250 (Approx)   | <hr/> Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages   | 2 pages (Approx)   |   |
| 3     | Size          | 11" x 18"  |   |
| 4     | Paper         | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> </ul> |   |
| 5     | No of Photos  | Photographs 20 (Approx)  |   |
| 6     | Page printing | Multi color printing with both side lamination   |   |
| 8     | Binding       | Three fold   |   |

**ITEM No. 11****Technical bulletins (Folder-2)**

| S.No. | Item          | Specifications   | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|---------------|--|---|
| 1     | No of Copies  | 250(Approx)  | <hr/> Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages   | 4 pages (Approx)   |   |
| 3     | Size          | A4 (Approx) (9x11)   |   |
| 4     | Paper         | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> </ul> |   |
| 5     | No of Photo   | Photographs 20 (Approx)  |   |
| 6     | Page printing | Multi color printing with both side laminationall pages  |   |
| 7     | Binding       | Two fold   |   |
|       |               |  |   |

**ITEM NO. 12****Technical bulletins (Folder-3)**

| S.No. | Item          | Specifications   | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|---------------|--|---|
| 1     | No of Copies  | 250 (Approx)   | <hr/> Cost of additional 50 copies (if need)<br>Pro rata rate)  |
| 2     | No of pages   | 3 pages (Approx)   |   |
| 3     | Size          | 11" x 18"  |   |
| 4     | Paper         | <ul style="list-style-type: none"> <li>Cover page 125 GSM matt finish imported art card</li> </ul> |   |
| 5     | No of Photos  | Photographs 25-30 (Approx)   |   |
| 6     | Page printing | Multi color printing with both side lamination   |   |
| 8     | Binding       | Three fold   |   |

**ITEM NO. 13****Technical bulletins (Folder-4)**

| S.No. | Item          | Specifications   | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|-------|---------------|--|---|
| 1     | No of Copies  | 250 (Approx)   | <hr/> Cost of additional 50 copies (if need) Pro rata rate)   |
| 2     | No of pages   | 3 pages (Approx)   |   |
| 3     | Size          | 11" x 18"  |   |
| 4     | Paper         | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> </ul> |   |
| 5     | No of Photos  | Photographs 25-30 (Approx)   |   |
| 6     | Page printing | Multi color printing with both side lamination   |   |
| 8     | Binding       | Three fold   |   |

**ITEM No. 14****Training manual booklet - 1**

| S. No. | Item                      | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|--------|---------------------------|---|---|
| 1      | No of copies              | 20-30 (Approx)  | <hr/> Cost of additional 50 copies (if need) Pro rata rate)   |
| 2      | No of pages               | 40-50 pages (Approx) Exclusive of cover page  |   |
| 3      | Size                      | 7" x 10"  |   |
| 4      | Paper                     | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> <li>Inner pages: 170 GSM matt finish imported paper</li> </ul> |   |
| 5      | No of Photos              | Photographs 25-30 (Approx)  |   |
| 6      | Colour pages              | Multicolor all inner pages  |   |
| 7      | Cover printing/Lamination | Multi color UV printing with lamination   |   |
| 8      | Binding                   | Book shape  |   |

**ITEM No.15****Training manual booklet -2**

| S. No. | Item         | Specifications  | Total Price to be quoted along with rate & rates of pages on pro rata basis i.e. rate per 8 page (extra). |
|--------|--------------|---|---|
| 1      | No of copies | 20-30 (Approx)  | <hr/> Cost of additional 50 copies (if  |
| 2      | No of pages  | 40-50 pages (Approx) Exclusive of cover page  |   |
| 3      | Size         | 7" x 10"  |   |
| 4      | Paper        | <ul style="list-style-type: none"> <li>Cover page 300 GSM matt finish imported art card</li> <li>Inner pages: 170 GSM matt finish imported paper</li> </ul> |   |
| 5      | No of Photos | Colour Photographs 25-30 (Approx)   |   |
| 6      | Page color   | Inner page Black and White  |   |

|   |                           |   |                      |
|---|---------------------------|---|----------------------|
| 7 | Colour page               | 4-8 Inner page multi colour             | need) Pro rata rate) |
| 8 | Cover printing/Lamination | Multi color UV printing with lamination |                      |
| 9 | Binding                   | Book shape                              |                      |

NOTE:-

- The cost should include designing and layout of publication in consultation with the of the Institute.
- Draft will be checked by editorial board twice.
- Incase of increase/decrease in the pages numbers and No. of copies the cost would be given or calculated on pro-rata basis, as the case may be.
- The printed copies will have to be delivered to the Institute within five days of its final approval.
- The printer will give CRC, PDF (appropriate size for uploading on website) on DVD to the Institute at the time of delivery of copies.
- The firm will have to provide competent lay-out designer at the convenience of the Institute to complete the job.
- The firm has to depute its representative with proof to DRMR, Bharatpur and get it checked by the editorial board. The rate per visit for this work may be quoted separately.