



भा.कृ.अ.प.सरसों अनुसंधान निदेशालय
ICAR-DIRECTORATE OF RAPESEED MUSTARD RESEARCH

सेवर, भरतपुर 321 303 (राज0)
Sewar, Bharatpur-321303(Rajasthan)
(An ISO 9001-2008 Certified Organization)



F. No. 4-36/SP/Print. /2018

Dated: 30-07-2018

(E-Tender) Through e-procurement
INVITATION TO ONLINE TENDER FOR ANNUAL RATE CONTRACT FOR PRINTING OF
VARIOUS PUBLICATIONS AT ICAR-DRMR, SEWAR, BHARATPUR

1. Date of start of downloading the tender document: 31-07-2018 10.00 AM
2. Last date and time for downloading of tender & uploading of bids form : 21-08-2018 05.00 PM
3. Date and time for opening the Technical bids : 22-08-2018 11.00 AM
4. Date and time for opening of Financial bids : After finalization of the Technical bid
(Actual dates to be as per the e-procure, cpp portal)

Sir,

On behalf of the Director of this Directorate, lowest quotations for printing works are invited as per specifications in Annexure –B.

Annexure –B (Financial Bid)

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

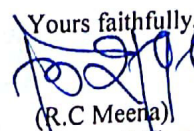
Please indicate rate/ copy as well as on prorata basis.

Terms and Conditions: -

1. The rates to be quoted by the firm should be valid for one year in the first instance.
2. **Only e-tendering accepted. (CPP Portal, Website <http://e-procure.gov.in>)**
3. 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.
4. Detailed specifications of the jobs may please be seen at separate Annexure-B. The rates for the job should be quoted separately for different jobs strictly on the basis of the ‘Forms of Quotations’ (Annexure – B) if the Quotations are not complete in any respect or are not given items-wise as in the prescribed Form of quotation (Annexure-B), they may not be Considered.
5. 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.
6. Quotation bids must be uploaded online as ‘Quotation for Annual Rate Contract of printing works Publication’ by 21/08/2018 up to 1.00PM. Any tender received after the specified time and date and through any other channel except e-tender will not be considered.
7. The Tender will be opened on 22/08/2018 after 11.00AM.
8. The Tender fee of Rs. 1,000/- & 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 sent to this office by post on/before 21/08/2018.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. The press will be required to collect all the material i.e. composed pages, illustrations, Transparencies / colour prints etc. from the institute and any modifications and needed corrections would be conveyed online through e-mail, telephonic communication or as last resort if need be then through personal visit by the firm's representative and expenses for all these visits shall be the completely paid by the firm.
15. The press is required to give Complete back up of the Institute's finished jobs in digital format on CDs.
16. 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.
17. 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.
18. 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.
19. 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.
20. The printer shall take every care to see that the work or any portion there of does not fall in to unauthorized hands. Care shall be taken to execute the work under security.
21. Taxes if any applicable should be mentioned clearly. This Centre's jurisdiction is Bharatpur (Raj.)
22. Price Should be for DRMR, Bharatpur.
23. While submitting tenders PAN / TIN No., Sales Tax / GST/Service Tax Registration No. Should necessarily be indicated in the quotation.
24. Any bid security will not be linked to any pending amount in the Institute.
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 along with copy of Income tax return (ITR) should be submitted.
27. The e-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'.
29. The firm should not have been black listed or its contract/services should not have been discontinued before the completion of the contract period due to any reason whatsoever.
30. ONLY THOSE FIRMS BASED IN BHARATPUR MATHURA AGRA AND JAIPUR MAY APPLY.

Yours faithfully,

(R.C Meena)
Sr. Admn. Officer

Copy to :- Dr. Vinod Kumar, Pr. Scientist for uploading on <http://e-procure.gov.in>

Financial Bid

LIST of different type of Publication possibly to be published during 2018-19 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 & 500 (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"> Cover page 300 GSM matt finish imported art card Inner Pages: 130 GSM matt finish Imported paper 	
5	No of Photos	<ul style="list-style-type: none"> Photographs/figures 50 (Approx.) Graphics/drawing 20 (Approx.) 	
6	Colour pages	Multi color all pages	Cost of additional 50 copies (if need) Pro rata rate)
7	Cover printing/ Lamination	Multi color printing with lamination	
8	Binding	Book shape/Perfect	

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"> Cover page 300 GSM matt finish imported art card Inner Pages: 130 GSM matt finish Imported paper 	
5	No of Photo & Graphs	<ul style="list-style-type: none"> Photographs/figures 50 (Approx.) Graphics/drawing 20 (Approx.) 	
6	Colour pages	Multi color all pages	Cost of additional 50 copies (if need) Pro rata rate)
7	Cover printing/ Lamination	Multi color, UV printing with lamination	
8	Binding	Book shape/Perfect	

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.)	
2	No of pages	106 pages (Approx.)	
3	Size	A4 (8.5"X 11.75")	
4	Paper	<ul style="list-style-type: none"> Cover page 300 GSM matt finish imported art card Inner Pages: 130 GSM matt finish Imported paper 	
5	No of Photo	Photographs 20 (Approx.)	
6	Colour pages	Cover + 8 Pages (Approx.)	Cost of additional 50 copies (if need) Pro rata rate)
7	Black and White pages	102 (Approx.)	
8	Cover Printing/Lamination	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.)	
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	Cost of additional 50 copies (if need) Pro rata rate)
7	Cover printing/lamination	Multi color printing with lamination	
8	Binding Printing/Lamination	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.)	
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	Cost of additional 50 copies (if need) Pro rata rate)
7	Cover printing/lamination	Multi color printing with lamination	
8	Binding Printing/Lamination	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	<ul style="list-style-type: none"> For 250 (Approx) For 500 (Approx) 	Cost of additional 50 copies (if need) Pro rata rate)
2	No of pages	36 pages (Approx.)	
3	Size	7"X 10"	
4	Paper	<ul style="list-style-type: none"> Cover page 300 GSM matt finish imported art card Inner Pages: 170 GSM matt finish Imported paper 	
5	No of Photo & Graphs	<ul style="list-style-type: none"> Photographs/figures 30 (Approx.) 	
6	Coluor pages	Multi color all pages	
7	Cover printing/ Lamination	Multi color, UV printing with lamination	
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.)	Cost of additional 50 copies (if need) Pro rata rate)
2	No of pages	40 pages (Approx.)	
3	Size	5"X 8.5"	
4	Paper	<ul style="list-style-type: none"> Cover page 300 GSM matt finish imported art card Inner Pages: 130 GSM matt finish Imported paper 	
5	No of Photo	Photographs 20 (Approx.)	
6	Coluor pages	Multi color all pages	
7	Cover printing/ Lamination	Multi color, UV printing with lamination	
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.)	
2	No of pages	40 pages (Approx.)	
3	Size	7"X 10")	
4	Paper	<ul style="list-style-type: none"> Cover page 300 GSM matt finish imported art card Inner Pages: 130 GSM matt finish Imported paper 	
5	Colour pages	Black and White	Cost of additional 50 copies (if need) Pro rata rate)
6	Cover printing/ Lamination	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.)	
2	No of pages	40 pages (Approx.)	
3	Size	5"X 8.5")	
4	Paper	<ul style="list-style-type: none"> Cover page 300 GSM matt finish imported art card Inner Pages: 130 GSM matt finish Imported paper 	
5	Colour pages	Black and White	Cost of additional 50 copies (if need) Pro rata rate)
6	Cover printing/ Lamination	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	<ul style="list-style-type: none"> For 250 (Approx) For 500 (Approx) 	Cost of additional 50 copies (if need) Pro rata rate)
2	No of pages	2 pages (Approx)	
3	Size	11" x 18"	
4	Paper	<ul style="list-style-type: none"> Cover page 300 GSM matt finish imported art card 	
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)	Cost of additional 50 copies (if need) Pro rata rate)
2	No of pages	4 pages (Approx)	
3	Size	A4 (Approx) (9x11)	
4	Paper	<ul style="list-style-type: none"> Cover page 300 GSM matt finish imported art card 	
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)	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"> Cover page 125 GSM matt finish imported art card 	
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	<ul style="list-style-type: none"> For 250 (Approx) For 500 (Approx) 	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"> Cover page 300 GSM matt finish imported art card 	
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)	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"> Cover page 300 GSM matt finish imported art card Inner pages: 170 GSM matt finish imported paper 	
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)	
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"> Cover page 300 GSM matt finish imported art card Inner pages: 170 GSM matt finish imported paper 	
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	Cost of additional 50 copies (if need) Pro rata rate)
8	Cover printing/Lamination	Multi color UV printing with lamination	
9	Binding	Book shape	

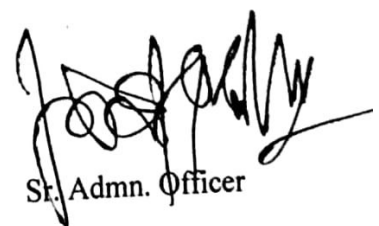
ITEM No.16

- Banners and Posters - Colour And black & white
- Pamphlets -Colour And black & white
- Flex boards -Colour And black & white
- Certificates -Colour And black & white

The rates for items under item no. 16 should be quoted for unit areas (size) along with number of copies and clearly showing the number and price variations for print area, number of units/copies, quality of materials and all such other details available.

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 would be solely responsible to carryout various modifications and finalizations by contacting the institute online through e-mail or any other viable mode of communication or depute its representative with proof to DRMR, Bharatpur and get it checked by the editorial board. **ALL the expenses incurred for these shall be fully bore by the firm.**


Sr. Admn. Officer