

ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH
INSTITUTE, ZONE-VII, INDIAN COUNCIL OF AGRICULTURAL RESEARCH
UMIAM
(BARAPANI) – 793103, MEGHALAYA

TENDER FOR GENERAL PRINTING WORK

To be sealed
In envelope
Marked cover – A

Form - A

Pre-Qualification Quotation Form

1. Name and Address of Tenderer :
- Telephone Number :
- Fax No. :
- e-mail Address :
2. Printing press :
- a) Location :
- b) Description, Type and size of the building :
- c) Is property on lease or free hold :
If on lease, indicate date of expiry
of lease in each case
3. Names and addresses of five major customers to whom printing services were provided in the preceding three years (enclose copies of work orders as proof)
- i)
 - ii)
 - iii)
 - iv)
 - v)

**Signature of the tenderer
With office stamp**

4. Nature of predominant printing work:

- i) Job printing
- ii) Printing of periodicals/magazines
- iii) Printing the packaging materials and industrial needs
- iv) Advertising and publicity
- v) Text books

5. a) whether the firm is SSI/Medium Scale/
large scale industry

b) whether the printing press is located in
twin cities or outside

6. List of equipment and machinery
(mention only those installed and in
working condition)

i) Processing and plate making

Sl.No.	Make/Model	Size/Specifications	No. of Units
1.			
2.			
3.			
4.			
5.			
6.			

ii) Printing

Sl.No.	Make/Model	Size/Specifications	No. of colours	No. of Units
1.				
2.				
3.				
4.				
5.				
6.				

iii) Computer systems and computer printers installed in the printing press:

Sl.No.	Make/Model	Size/Specifications	No. of systems	Remarks
1.				

2.				
3.				
4.				
5.				
6.				

**Signature of The Tenderer
With office stamp**

iv) Binding and Warehousing

Sl.No.	Make/Model	Size/Specifications	No. of Units
1.			
2.			
3.			
4.			
5.			
6.			

7. Annual Turn over during the last three years:

Sl.No.	Year	Minimum turnover	Turnover of tenderer (Rs)
1.	2014-15	Rs. 50 lakhs	
2.	2015-16	Rs. 50 lakhs	
3.	2016-17	Rs. 50 lakhs	

8. Any other relevant information pertinent to high quality mass production processes.

9. EMD Details:

D. D. No. _____
(DD to be drawn on any commercial bank)

Date: _____

Amount Rs. 30,000/-

Bank: _____

Branch: _____

Signature of the Tenderer
With office stamp

Encl: DD for Rs.30,000/-
towards EMD

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To be sealed
In envelope
Marked cover – B

Form - B

TENDER FORM FOR FINANCIAL QUOTATION

From:

To:

The Director
ICAR-ATARI, Zone – VII
ICAR, Umiam, Ri- Bhoi District
Meghalaya - 793103

Dear Sir,

I / We hereby offer the following rates for undertaking General Printing works as detailed below and agree to hold this offer open for two years:

ANNEXURE - I

Sl.No.	Description of the item	Rate quoted (taxes if any may be intimated separately)	
		In figures	In words
Printing Activities			
I.	a) DTP composing		
	1/8 Royal size (per page)		
	¼ Demy (per page)		
	b) DTP Page setting charges		
	1/8 Royal size (per page)		
	¼ Demy (per page)		
II.	Text Printing		
1.	1/8 Royal (300-500 copies) including (a) page making (b) negatives (c) plates (d) printing and (e) scanning of photos and processing system		
a)	Black/White per form of 8 pages		
b)	Two colour per form of 8 pages		
c)	Multi colour per form of 8		

	pages		
2.	¼ Demy i.e. Newsletter, Annual Report, Manuals etc., (1000 Copies) including (a) page making (b) negatives (c) plates (d) printing and (e) scanning of photos and processing system		
a)	Black/White per form of 4 pages		
b)	Two colour per form of 4 pages		
c)	Multi colour per form of 4 pages		
3.	Brochure (multifold) (200-500 copies) (a) page making (b) negatives (c) plates (d) printing and (e) scanning of photos and processing system		
a)	Black/White		
b)	Two colour		
c)	Multi colour		
III.	COVER PAGE PRINTING		
1.	1/8 Royal (both sides) printing (300-500 copies) including (a) page making (b) negatives (c) plates (d) printing and (e) scanning of photos and processing system		
a)	Black/White		
b)	Two colour		
c)	Multi colour		
	i) Single side		
	ii) Double side		
IV	Binding		
a)	Perfect binding		
	Upto 250 pages		
	Over 250 pages		
b)	Section Stiching with hard/soft covers		
	Upto 250 pages		
	Over 250 pages		
c)	Art Paper binding		
	Upto 250 pages		
	Over 250 pages		
V	Lamination		
a)	1/8 Royal size (both sides) (per cover)		
b)	¼ Demy size (both sides) (per cover) Matt Lamination		
VI	Rates for drum scanning of photos		
VII	Rates for title page designing		

	a) Manual		
	b) System design		
VIII	Rates for supply of extra proof per page beyond two proofs		
IX	Creasing – upto 500 copies		

Note: Please submit proforma invoice for printing the books indicated in Annexure-I keeping in view the specifications including the cost of paper.

Signature of the Tenderer
With office stamp

Date:

(Annexure-II)

Rates for Printing (Paper)

Sl. No.	Description	Rates
DOUBLE CROWN SIXE (20"X30") Per Ream (500 sheets)		
1.	70 GSM Bilt of J.K. Maplitho	
2.	80 GSM Bilt of J.K. Maplitho	
3.	90 GSM Bilt of J.K. Maplitho	
4.	100 GSM Bilt of J.K. Maplitho	
5.	120 GSM Bilt of J.K. Maplitho	
6.	130 GSM Imported Art Paper (Gloss)	
7.	130 GSM Imported Art Paper (Matt Finish)	
8.	170 GSM Imported Art Paper (Gloss)	
9.	170 GSM Imported Art Paper (Matt Finish)	
10.	250 GSM Imported Art Paper (Gloss)	
11.	250 GSM Imported Art Paper (Matt Finish)	
12.	300 GSM Imported Art Paper (Gloss)	
13.	300 GSM Imported Art Paper (Matt Finish)	
DOUBLE DEMY SIXE (23"X36") Per Ream (500 sheets)		
1.	70 GSM Royal Ex. Bond	
2.	80 GSM Royal Ex. Bond	
3.	90 GSM Royal Ex. Bond	
4.	70 GSM Bilt of J.K. Maplitho	
5.	80 GSM Bilt of J.K. Maplitho	
6.	90 GSM Bilt of J.K. Maplitho	
7.	100 GSM Bilt of J.K. Maplitho	
8.	120 GSM Bilt of J.K. Maplitho	
9.	100 GSM Imported Art Paper (Gloss)	
10.	100 GSM Imported Art Paper (Matt Finish)	
11.	130 GSM Imported Art Paper (Gloss)	
12.	130 GSM Imported Art Paper (Matt Finish)	
13.	170 GSM Imported Art Paper (Gloss)	
14.	170 GSM Imported Art Paper (Matt Finish)	
15.	250 GSM Imported Art Paper (Gloss)	
16.	250 GSM Imported Art Paper (Matt Finish)	
17.	300 GSM Imported Art Paper (Gloss)	
18.	300 GSM Imported Art Paper (Matt Finish)	
RATE OF PAPER(SIZE 22"X28")PER REAM (500 SHEETS)		
1.	210 GSM Imported Art Paper (Gloss)	
2.	210 GSM Imported Art Paper (Matt Finish)	
3.	250 GSM Imported Art Paper (Gloss)	
4.	250 GSM Imported Art Paper (Matt Finish)	
5.	300 GSM Imported Art Paper (Gloss)	
6.	300 GSM Imported Art Paper (Matt Finish)	

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**TENDER NOTICE FOR GENERAL PRINTING WORKS FOR THE YEAR
2018**

TERMS AND CONDITIONS

The following terms and conditions are applicable for general printing works of ICAR-ATARI, Umiam as published in the tender notice in the local newspapers.

1. The sealed tenders for this work will be accepted up to 3.00 pm on 22.01.2018. The sealed covers "A" i.e. Pre-Qualification Tender will be opened at 3.30 pm on the same day in the presence of those tenderers or their authorized representatives. After through scrutiny of the details in the cover "A" by the Tender committee, the cover "B" i.e. Financial Bid of those firms who are qualified will be opened in the presence of those tenderers who may choose to attend after due intimation to those who are qualified and the Tenders will be finalized thereafter. **The sealed quotations are to be dropped in the Tender Box kept in Stores Section of the Institute.**
2. After finalization of the rates for printing of various works, the Institute will notify approved rates and will prepare a panel (list) of approved printers and assign the printing works to them from time to time. In case of exceptional circumstances the Institute would also go the printers not in the panel who willing to do the work for the same approved rates.
3. Mere fulfillment of all the stipulation as contained in the tender document, terms and conditions annexed to the tender quotation does not confer any right on the tenderers on acceptance of their application.
4. The tender should enclose Demand Draft for Rs.30, 000/- (Rupees thirty thousand only) in favour of "Director, ICAR-ATARI, Zone-VII, Umiam", towards EMD drawn on State bank ICAR Branch Code No. SBIN-0012464 at Umiam and same should be attached to the Pre-Qualification Tender Quotation i.e. cover "A". EMD will not carry any interest whatsoever. EMD furnished for previous tenders will not be adjusted against the present Tender.
5. The EMD amount of Rs. 30,000/- will be converted as security deposit and will be with the Institute during the contract period. The security deposit so collected will not carry any interest whatsoever.
6. The printer should have minimum three years experience in the field and should have annual turnover of Rs. 50 lakhs and above for the last 3 years. In the absence of minimum turnover, the tender is liable for rejection.

7. The Director, ICAR-ATARI, Zone – VII reserves the right to call any one or all the tenderers for negotiations or reject or accept any tender irrespective of whether it is the lowest or not, or cancel any or all tenders without assigning any reasons. The decision of the Director shall be final and binding on all the tenderers concerned.

8. The tenderers should enclose attested Photostat copies of (i) the registration certificate of the firm/company (ii) Income Tax return/assessment order (iii) tax clearance certificate; and (iv) Sales Tax return/assessment order for the last three years i.e. 2014-15, 2015-16 and 2016-17 along with the tender quotation. In the absence of these documents, the tender is liable for rejection.

9. List of Composing, Printing, Binding, Processing Machinery etc., owned or leased by the Tenderer should be attached with the tender quotation.

10. The duly constituted committee shall visit the premises of printing press units for ascertaining the credentials and capabilities of the unit before opening the financial bids.

11. A statement showing details of workers employed should accompany the tender quotation.

12. List of Office/Departments/Institutions where the tenderer is already undertaking similar printing works should be attached.

13. The general printing works includes printing of books, pamphlets, brochures, booklets, Journal of Rural Development, Monthly news letter in bilingual, annual report etc.

14. The Director, ICAR-ATARI, Zone – VII or his authorized representatives reserves the right to inspect the printing press and its machinery and equipment.

15. After notification of approved rates the Printers are required to enter into a contract agreement with ICAR-ATARI, Zone – VII before award of printing work.

16. The Director, ICAR-ATARI, Zone – VII reserves the right to forfeit the EMD of empanelled printers on account of (i) premature withdrawal from the tender (ii) non-payment of security deposit. The decision of the Director, ICAR-ATARI, Zone-VII shall be final in this regard.

17. The Director, ICAR-ATARI, Zone – VII reserves the right to forfeit the security deposit of the printers who do not execute the work assigned as per the Work Order. The decision of the Director, ICAR-ATARI, Zone – VII shall be final in this regard.

18. Penalty is liable to be levied on printers who do not executive work according to quality and time limit specified in the Work Order.

19. Delivery of proofs and the printed copies in good condition at ICAR-ATARI, Zone – VII, Umiam including freight charges, insurance etc. will be the responsibility

of the printer.

20. Tender Quotation should be sent in sealed envelop superscribing the enquiry number and date of opening.

21. Tender accepted should be valid for one years from the date of issue of 1st Printing order, subject to extension by one more year by mutual agreement.

22. Correction, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

23. Payment terms are full payment within 30 days from the date of receipt and acceptance of material printed satisfactory.

24. Arbitration: in the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director or some other persons appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.

25. The last date for accepting sealed tender is upto 1.30 pm on 22nd January, 2018 and the Pre-Qualification Tender in cover "A" will be opened on the same day at 3.30 pm in the presence of available tenderers.

26. The Tenderer should procure the paper specified as per quantities required at his own cost. A detailed paper consumption statement along with proof of purchase should be produced along with the bill for payment.



**Incharge Store/Purchase
ICAR-ATARI**