

**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(DEEMED UNIVERSITY)
MUMBAI – 400 061**



**ANNUAL RATE CONTRACT FOR PRINTING OF
VARIOUS JOBS**



TENDER DOCUMENT

Phone: 022-26361446/7/8

Fax: 022-26361573

**Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400 061
Website: www.cife.edu.in**



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University), Indian Council of Agricultural Research

Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 www.cife.edu.in



NOTICE INVITING TENDER

F.No. 36-18/15-16/ARC Printing/P/I

Dated: 24.02.2018

The Director, Central Institute of Fisheries Education, Mumbai invites sealed tender from the reputed printers/firms for ANNUAL RATE CONTRACT FOR PRINTING OF VARIOUS JOBS at CIFE, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061. Non-transferable tender document containing details along with terms and conditions can be obtained from CPP Portal on payment of **Rs. 1,000/- (Rupees One thousand only)**, in cash or by Demand Draft payable to “**ICAR Unit-CIFE**”, **Mumbai** (Non-refundable). Tenders will be issued from **24.02.2018 to 19.03.2018**. The detailed information is available on our website www.cife.edu.in.

Senior Administrative Officer



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F.No. 36-18/15-16/ARC Printing/P/I

Dated: 20.02.2018

NON TRANSFERABLE TENDER DOCUMENT

To be uploaded duly
signed & stamped

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR ANNUAL RATE CONTRACT FOR VARIOUS PRINTING JOBS AT CIFE, MUMBAI

- | | |
|---|---------------------------|
| 1. Cost of Tender Form | : Rs. 1,000/- |
| 2. Issue of tender document | : 24 Feb to 19 March 2018 |
| 3. Last date of receipt of Tender 1500 hrs. on | : 19 March 2018 |
| 4. Technical bid to be opened at 1530 hrs. on | : 20 March 2018 |
| 5. Pre-bid meeting at 1500 hrs. on | : 06 March 2018 |
| 5. Tender to remain open for acceptance up to 90 days
From the date of opening of Financial Bids | |
| 6. The Tender is available on www.cife.edu & CPP Portal | |

NOTE:

1. The Director, Central Institute of Fisheries Education, Mumbai may at his discretion extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the tender is open for acceptance is declared to be a holiday, the Tender shall be deemed to remain open for acceptance till the next working day.



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NOTE: All communications must be addressed to Senior Administrative Officer, ICAR-Central Institute of Fisheries Education, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400 061

INVITATION OF TENDER FOR
ANNUAL RATE CONTRACT FOR PRINTING OF VARIOUS JOBS AT
ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION, MUMBAI – 400 061

From
The Director
ICAR-Central Institute of Fisheries Education
Fisheries University Road, Off Yari Road,
Versova, Andheri (West), Mumbai – 400 061

To be uploaded duly
signed & stamped

To
.....
.....

Dear Sir/Madam,

Sealed Tenders are hereby invited for **ANNUAL RATE CONTRACT FOR PRINTING OF VARIOUS JOBS** at ICAR-Central Institute of Fisheries Education, Mumbai - 400 061. The General conditions of contract applicable to the contracts placed by ICAR and its constituent Research Institutes as well as the special terms and conditions detailed in this Tender form and Schedules would apply. Please submit your rates in the Tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. The Tender documents containing terms & conditions may be downloaded up to the prescribed date. Tender fee of Rs.1000/- (Non-Refundable) is applicable. Earnest Money Deposit Rs. 40,000/- (Rupees Forty Thousand Only) is applicable in the shape of Demand Draft drawn in favor of “**ICAR Unit CIFE,**” payable at, **Mumbai**. Tender documents complete in all respects should be uploaded on CPPP with details of Tender fee and requisite EMD failing which tender is liable to be rejected. The Demand Draft is to be submitted physically before tender closing time, in Purchas Section at CIFE, Mumbai through post or hand delivery.
2. Tender will not be considered if the earnest money is not submitted. However, Agencies holding/ registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Concerned Ministry or Department are exempted from paying EMD. Such Agencies have to enclose necessary certificate to this effect along with the Technical Bid.

- a. The EMD will be refunded to the unsuccessful tenderers as promptly as possible whereas in the case of successful tender, EMD will be refunded after deposition of Security Deposit 10% of the total tendered amount towards security deposit in the form of crossed Demand Draft drawn in favour of **"ICAR Unit, CIFE, Mumbai"**. The security deposit shall be released after 2 months from the date of expiry of the contract.
- b. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the CIFE. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the CIFE.
3. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary, it should be communicated by means of separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be Rejected.
4. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in, individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
5. If Tenderer does not accept the offer, after issue of letter of award by CIFE within 15 days, the offer made shall be withdrawn & Earnest Money forfeited.
6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.

7. Details of Bid Submission:-

- a. **Technical Bid: Cover 1 :** Packet 1- Prequalification documents - self-attested and sealed PDF files of prequalification documents - PAN Card, GST Registration, ITR for past 3 years, Financial statement for last 3 years (certified by CA), tender document duly filled, signed and sealed.
Packet 2: Technical bid
 - b. **Commercial bid: ii Cover 2 :** Packet 1 – BOQ(FINANCIAL BID/ PRICE BID)
8. Tender must be submitted in the original prescribed online form separately for each items with rates for delivery including all levies, taxes, installation etc, complete in the prescribed BoQ template on CPP portal.
 9. The rates quoted by each firm for **ANNUAL RATE CONTRACT FOR PRINTING OF VARIOUS JOBS** in Tenders are given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.
 10. ICAR-CIFE does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.
 11. The successful bidder will have to submit 10% of the bid amount in the form of Demand Draft/Pay Order drawn in favour of **“ICAR Unit CIFE, Mumbai”** payable at State Bank of India, Versova Branch, Mumbai or Bank Guarantee for the period of Contract plus additional two months as Security Deposit. In the event of Non-Deposit of the same the EMD shall be forfeited.
 12. The Security Deposit will be refunded after the two months on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security Deposit.
 13. No interest on Security Deposit and earnest money deposit shall be paid by the Council/Institute to the Tenderer.
 14. Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertained any claim whatsoever in this respect. However, the Income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rule.
 15. The Director, ICAR-CIFE reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

16. Decision of the Director, CIFE will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.
17. Acceptance by the Institute will be communicated by FAX/Email, Express letter of any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX//Express letter etc. should be acted immediately.

Yours faithfully,

SENIOR ADMINISTRATIVE OFFICER
For and on behalf of the Director



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Terms & Conditions

A) Relating to Submission of Tenders:

1. Sealed Tenders are invited from the Printers, who are based in Maharashtra for entering into Annual Rate Contract for printing various jobs and other publications of the Institute in English or / and Hindi as per schedule attached for a period of One Year from the date of award of the rate contract subject to renewal on an annual basis on satisfactory services of the awardees.

2. **Eligibility Criteria :**
 - a) The printer/bidder should have at least 3 years of experience in the field of Printing.
 - b) The printer/bidder should have an annual turnover of at least Rs. 50 lakhs per annum (IT return for F.Y. 2017-18) (The printer/bidder should submit relevant documents as proof)
 - c) The printer/bidder should be registered with Directorate of Industries or Small Scale Industries or any other appropriate Authorities. (Registered with Government / Labour Department etc.)
 - d) The printer/bidder should have valid TIN Number for registration under VAT.
 - e) The printer/bidder should have PAN for Income Tax.
 - f) The printer/bidder should have in house state of art facilities for colour printing in off set, system work.

3. Any form of over writing or use of more than one ink in the tender will disqualify the tender and such tenders are liable to be outrightly ignored/ rejected. Also a tender is liable to be ignored if complete information as required therein is not filled in. The rates quoted should be strictly in accordance with the specifications given in the tender form. The rates should be quoted in words also.

4. The Director, CIFE reserves the right to accept or reject any or all Tender or part tender without assigning any reason thereof.

5. The Director, CIFE also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotation / finalization of the printing arrangement and assignment of the job without assigning any reason therefore. The decision of the Director, CIFE in all these matters shall be final and binding.

6. In the event of lockout/closure on account of liquidation, strike, fire accident, or any other circumstances the Director, CIFE reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing, expenditure in respect of work done and also to withdraw/take possession of the manuscript, photograph, illustration, paper, binding cloth etc. supplied in connection with the printing of the job.

B) General Terms and Conditions:

1. All the Printings jobs etc. will be printed in English, Hindi, Marathi or in diglot form as required.
2. Proofs will be produced by the printer/bidder in made-up pages and the bidder will be responsible for the first proof corrections (if any) marked by the Institute.
3. Press will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers of the Institute.
4. The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute (and for collecting them back promptly).
5. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the Competent Authority.
6. Each job shall be completed within a stipulated period (depending on the size and complexity of the publication) from the date of award of the work. If not, this Institute will have the right to impose a penalty @ 2% per week on the total cost of work, if so recommended by the Competent Authority after due regard for the circumstances.
7. Sample of each paper (text & cover) should be attached with details of size, weight and quality.
8. Pre-sensitized (PS) plates are to be used for ensuring high production quality.
9. The material will not be accepted in case it is not of acceptable quality as per terms of the contract and is liable to be rejected outright.
10. The original manuscripts alongwith their input materials such as photographs, graphs, illustrations, etc., are to be returned to this Institute after the completion of the work.
11. Unbound and uncut printed form should be submitted by the printer along with the bill for verification of the actual work done.
12. The tenderer shall submit along with tender documents one copy of his/her best publication bearing print line of the press as a sample for the rated quoted, so as to assess the quality of printing/workmanship.
13. Rates shall be valid for a period of one year from the date of award of this contract, however depending upon the need/and urgency, the Institute will have the right to extend this period as per requirement.
14. Rates shall be valid for a period of one year from the date of award of this contract, however depending upon the need/and urgency, the Institute will have the right to extend this period as per requirement.

15. In case of any dispute, the decision of The Director, CIFE shall be final and binding on all concerned.
16. The Institute reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
17. The transaction shall be subject to legal jurisdiction of Mumbai only.
18. The rates must be quoted both in figures and words in the space provided in the Tender Document itself strictly in accordance with the specification(s)/Unit asked for and no conversion whatsoever will be done by us. The rates quoted in other units will not be considered at all.
19. The rates quoted must be stamped and signed by an authorized signatory of the bidding firm.
20. The tenderers must fulfill the criteria as laid down and sign the same with seal and date.

Dated _____

(Signature & Seal of Tenderer)

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University, ICAR)
Off. Yari Road, Punch Marg, VERSOVA, ANDHERI (W)
MUMBAI-400 061

PART - II



WORK SPECIFICATIONS, BILL OF QUANTITIES & FINANCIAL BID

PERFORMA FOR APPLICATION
Application of Printers for Printing Jobs etc.

SN	Details of Printer/Firm/Company	
1.	Name of Printer/Firm/Company	
2.	Address : Registered Office – Telephone No. Mobile No.	
3.	Date of Incorporation/Establishment (Attach Proof)	
4.	Name of Proprietor/Partners/Directors	
5.	PAN No. (Attach Copy)	
6.	GST No. (Attach Copy)	
7.	Provide details of Clients (At least 5 Nos.) for whom Printing Job/s carried out within the last Two years (Attach Certificate/Work Order)	
8.	Details of Earnest Money Deposit (EMD) Draft No. & Date, Amount, Issuing Bank	
9.	Turnover of the Printer/Firm/Company – (Attach certified balance sheets) Year 2017-18	
10.	Experience in dealing with Central/State Govt. Departments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations copies of the same should be furnished.	
11.	Kindly provide Name, Address, E-mail and Telephone/Mobile No. of at least two references (preferable past clients)	
12.	Kindly provide Name & Full Address of your Banker with Branch Code, IFS Code, MICR Code etc.	
13.	Any other information	

I/We certify that the facts stated above are true and undertake to submit any other testimonials certificates whenever called for in support of our statement. This application will not in any way construe as our claim for empanelment.

Dated _____

(Signature & Seal of Tenderer)

Details of Printing requirement with specifications

(English, Hindi/Marathi)

- ❖ Per Page Rate should be quoted separately for English and Hindi/ Marathi work
- ❖ Graphic Designing Charges should be quoted separately for all.

S N	Particulars	Specifications	Rate of printing per page including all material and taxes
1.	Annual Report	<p>Cover pages (Outside-2 / Inside-2) Multicolor (4 Colour) printing on 300 gsm, imported board, A4 size, glossy print with matt lamination.</p> <p>Inside pages (100 approx.) Multicolor (4 Color) printing on 130 gsm, imported art paper, letter size, matt / glossy finish.</p> <p>No. of copies : up to 200, 201 to 500 and above 500</p> <p>Power binding : up to 200, 201 to 500 and above 500</p> <p>Cost of Typesetting/ Formatting : English and Hindi/ Marathi work</p>	
2.	Matsyadarpan	<p>All pages (16-24) Multicolor (4 Color) printing on 170 gsm, imported art paper, A4 size, glossy finish.</p> <p>Centre Pinning</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	
3.	Jalchari	<p>Cover pages -Multicolor (4 Color) printing on 300 gsm, imported art paper, A4 size, matt finish with lamination</p> <p>Inside pages (color pages + black & white) printing on 100 gsm, imported art paper, A4 size, glossy finish. (quote for each color page and black color page separately)</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	
4.	Vision	<p>Cover pages (Front and back) - Multicolour (4 Color) printing on 300 gsm, imported art paper, 21X29.7 cm size, matt finish with lamination both side.</p> <p>Inside pages (colour pages + black) printing on 100 gsm, imported art paper, A4 size, glossy finish. (quote for each colour page and black colour page separately)</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	
5.	CIFE Profile	<p>All pages (8 pages) Multicolour (4 Color) printing on 300 gsm, imported art paper, A4 size, matt finish with lamination.</p> <p>Centre Pinning OR Folding</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	

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6.	Books	<p>Cover pages (Front and back) - Multicolour (4 Color) printing on 300 gsm, imported art paper, 7X9inch size, matt finish with lamination</p> <p>Inside pages (colour pages + black & white) printing on 100 gsm, imported art paper, glossy finish. (quote for each colour page and black colour page separately)</p> <p>Hard binding</p> <p>Cost of Typesetting/ Formatting : English and Hindi/ Marathi work</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	
7.	Academic Calendar	<p>Cover pages (front and back) Multicolour (4 Colour) printing on 300 gsm, imported board, A4 size, glossy print with matt lamination.</p> <p>Inside pages (150 pages approx.) black colour printing on 100 gsm, imported art paper, matt / glossy finish.</p> <p>Power binding</p> <p>No. of copies : up to 200, 201 to 500 and above 500</p>	
8.	Handouts	<p>A4 size, Front and back (2 sides) 4 colour printing on 100 gsm, imported art paper</p> <p>Graphic Design Charges</p> <p>No. of copies : up to 200, 201 to 500 and above 500</p>	
9.	Brochure	<p>A4 size, Front and back (2 sides) 4 colour printing on 170 gsm, imported art paper</p> <p>3 fold</p> <p>Graphic Design Charges</p> <p>No. of copies : up to 200, 201 to 500 and above 500</p>	
10	Training Calendar (STP)	<p>Cover pages (Outside-2 / Inside-2) Multicolor (4 Colour) printing on 300 gsm, imported board, letter size, glossy print with matt lamination.</p> <p>Inside pages (20 approx.) Multicolour (4 Color) printing on 130 gsm, imported art paper, letter size, matt finish.</p> <p>Centre Pining Binding</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	
11.	Digital Printing	<p>A4 - 300 GSM Per Page 170 GSM Per Page</p> <p>A3 - 300 GSM Per Page 170 GSM Per Page</p> <p>Centre Pining Binding</p> <p>Lamination of Cover Page – A3 Size/ A4 Size</p> <p>No. of copies : upto 10, 20 to 50</p>	

Contd

12	Manuals/ Proceedings	<p>Cover pages (front and back) Multicolour (4 Colour) printing on 300 gsm, imported board, A4 size, glossy print with matt lamination.</p> <p>Inside pages (colour pages + black) printing on 100 gsm, imported art paper, glossy finish. (quote for each colourpage and black colour page separately)</p> <p>Power binding</p> <p>Graphic Designing in Corel Draw charges (Hindi/ Marathi)</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	
13	Bulletins	<p><u>Horizontal :</u> Cover pages (Front and back) - Multicolour (4 Color) printing on 300 gsm, imported art paper, 20.5X14.5 cm size, matt finish with lamination</p> <p>Inside pages (colour pages + black) printing on 100 gsm, imported art paper, A4 size, glossy finish. (Quote for each colour page and black colour page separately)</p> <p>Centre Pinning</p> <p><u>Vertical :</u> Cover pages (Front and back) – Multi colour (4 Color) printing on 300 gsm, imported art paper, 14.5 X 20.5 cm size, matt finish with lamination</p> <p>Inside pages (colour pages + black) printing on 100 gsm, imported art paper, A4 size, glossy finish. (Quote for each colourpage and black colour page separately)</p> <p>Centre Pinning</p> <p>No. of copies : upto 200, 201 to 500 and above 500</p>	

