



**CENTRAL ARID ZONE RESEARCH INSTITUTE**  
**(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)**  
**JODHPUR (RAJASTHAN) 342 003**  
Phone: 0291- 2787152



F. No. 5(3)2012-2013/Admn.IV/

Dated the 15<sup>th</sup> April, 2014

**“NOTICE FOR INVITING BIDS FOR RATE CONTRACT FOR PRINTING”**

The Central Arid Zone Research Institute (CAZRI) invites bids 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 Rate Contract. The other details and tender document/form, etc. are available on the website of CAZRI i.e. [www.cazri.res.in](http://www.cazri.res.in). The Last date of submission of sealed tender is 05.05.2014 up to 3:00 p.m. .

Administrative Officer  
for Director



**Central Arid Zone Research Institute**  
(Indian Council of Agricultural Research)  
**Jodhpur (Rajasthan) 342 003**  
Phone: 0291-2787152



F. No. 5(3)/2013-2014/ Admn-IV

Dated: 16<sup>th</sup> April, 2014

**संस्थान से संबंधित विभिन्न प्रकार के दस्तावेजों के मूद्रण के लिये संविदा करने हेतु सील बन्द निविदा आमंत्रण विवरण**

निविदा विक्रय की आरंभिक तिथि	: 16.04.2014
निविदा विक्रय की अंतिम तिथि	: 05.05.2014 को 12 : 00 बजे तक
निविदा स्वीकार करने की अंतिम तिथि	: 05.05.2014 को 15 : 00 बजे तक
निविदा खोलने की दिनांक	: 05.05.2014 को 15 : 30 बजे तक

नोट: निविदा प्रपत्र, संबंधित विवरण, नियम व शर्तें इस संस्थान की वेबसाइट [www.cazri.res.in](http://www.cazri.res.in) पर उपलब्ध है। इच्छुक निविदाकर्ता निविदा प्रपत्र संस्थान के वेब साइट से डाउन लोड कर या संस्थान के प्रशासन चतुर्थ से क्रय कर अंतिम तिथि/समय से पहले प्रशासन चतुर्थ में प्रस्तुत कर सकते हैं।

प्रेषक:

सहायक प्रशासकीय अधिकारी, प्रशासन चतुर्थ/स्टोर अनुभाग  
के. श. क्षे. अनु. सं.,  
जोधपुर (राज0) 342003

सेवा में

मैसर्स/श्रीमान् \_\_\_\_\_

**विषय:** Tender Enquiry for concluding Rate Contract for the printing of CAZRI's High quality Books, Research Bulletins, Reports, Newsletters and Other similar high quality publications in Hindi/English or Bilingual – regd.

**महाशय,**

इस संस्थान के निदेशक की ओर से संस्थान से संबंधित उपरोक्त विषयान्तर्गत विभिन्न प्रकार के अनुसंधान पुस्तकें, बुलेटिन, रिपोर्ट न्यूज लेटर और अन्य समकक्ष दस्तावेजों के उच्च गुणवत्ता मूद्रण के लिये संविदा करने हेतु मुहर बन्द निविदाएं आमंत्रित की जाती हैं। जिसका विस्तृत विवरण, नियम व शर्तें सलंगनक अनुसार हैं।

सभी प्रकार से पूर्ण सीलबन्द निविदा अद्योहस्ताक्षरी के कार्यालय में दिनांक 05.05.2014 को 15:00 बजे तक हाथों – हाथ या डाक/कोरियर द्वारा प्रस्तुत की जानी चाहिए। निश्चित अंतिम दिनांक एवं समय के पश्चात निविदाएं स्वीकार्य नहीं की जायेगी।

निविदाएँ दिनांक 05.05.2014 को 15:30 बजे इस संस्थान की समिति द्वारा उपस्थित निविदादाताओं के सामने काजरी के प्रशासनिक भवन स्थित सभाकक्ष में खोली जाएगी।

भवदीय

सलंगन : उपरोक्तानुसार

सहायक प्रशासनिक अधिकारी  
वास्ते निदेशक

## **IMPORTANT INFORMATION**

1. **PURCHASER:** The Director, CAZRI, Jodhpur.
2. **CONSIGNEE:** Director, 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 as schedules.
- (b) Prices/Rates against all items should be quoted including Taxes, 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 CAZRI will not be bound to accept the lowest quotation/bid and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of CAZRI. The decision of the 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. EARNEST MONEY:** An amount of Rupees Rs. 20,000/- only has to be submitted DEPOSIT by way of FDR/Bank Guaranty/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 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. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations 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 deposited in cash with the Cashier of this Institute or in the form of D.D./Bankers cheque /Pay order in favour of “**ICAR Unit-CAZRI, Jodhpur**” payable at Jodhpur. The Tender Document can also be downloaded from CAZRI website [www.cazri.res.in](http://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, 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.

## **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, Service Tax No. with their tender.**
6. **Tenders received without Tender Fee Coupon/Cash Receipt of tender document fee, Bid Security (EMD) amount 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. **The tender documents can be obtained from Admn-IV/Store Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) non-refundable on any working day during office hours as mentioned in the tender documents..**
8. 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 CAZRI will stand automatically extended up to 15:00 hours of the next working day in the Government offices.
9. Late/delayed tenders received in CAZRI due to any reason whatsoever will not be accepted under any circumstances.
10. 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.
11. The tenders should be submitted in double cover.
  - I. **The First cover should contain-**
    - (a) **Tender fee Rs. 500/- in shape of DD/ Banker's cheque or Cash Receipt of amount of tender fee deposited with cashier, CAZRI, Jodhpur.**
    - (b) **Bid Security (EMD) Rs. 20,000/- only has to be submitted DEPOSIT by way of FDR/Bank Guaranty/Banker's Cheque/Demand Draft in favour of ICAR unit-CAZRI, Jodhpur payable at Jodhpur.**
    - (c) **Registration Certificate copy of firm/company registered under Indian Companies Act 1956 or under Partnership Act 1932 or firm is registered with State Govt./Central Govt. or local bodies or trade license or any other State Govt..**
    - (d) **Copies of Supply Orders**
    - (e) **Copy of PAN Number.**
    - (f) **Financial status of the firm- enclosed tax returns for last year**
    - (g) **Recent Income Tax Clearance Certificate certified by a Chartered Accountant, Audited Balance sheets.**

- (h) **Copy of Sale Tax registration/TIN number Certificate.**
- (i) **List of Organization/offices to whom the bidding firm has made supply for the last three years**
- (j) **Samples of Art papers and Art Card sheets for which rates quoted.**
- (k) **Samples of Scientific Publications etc.**
- (l) **Duly certified copy of the satisfactory services where the tenderer is providing the services for the last three years.**

**II. The Second cover should contain-**

**The prescribed tender form duly filled in and signed with seal along with the quoted prices.**

**Both the covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself. Sample(s) wherever required as per tender may be deposited separately on or before the tender opening date.**

**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”**

12. The sealed tender should be dropped in the Tender Box kept Admn.-IV (Store) Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan.

13. 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.

**14. Each and every page of the tender documents must be signed and sealed by the bidder.**

15. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions set out in the tender enquiry.

16. 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 Bid security (EMD) shall be rejected summarily. Tender Document can be downloaded from the CAZRI website: [www.cazri.res.in](http://www.cazri.res.in) and cost of tender document Rs. 500/- is to be paid by means of Bankers Cheque/Pay Order/Demand Draft in favour of ICAR Unit-CAZRI, Jodhpur or in cash to be deposited with the Cashier of this Institute.

17. The Director, CAZRI reserves the right to accept or reject any or all tender without assigning any reasons thereof.

## **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) as Performance Security/ security deposit of the contract is to be deposited 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. 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, 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 (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, 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 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 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 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 CAZRI."

**11. Indenting Authority:** CAZRI.

**12. Consignee:** Director, CAZRI, Jodhpur or any other authorized officer of the Institute on behalf of the Director, 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/VAT 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. All firms are required to fill up the QUESTIONNAIRE as enclosed with tender documents, failing which their offer will be ignored:

**19. 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 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.

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

#### **21. Duties & Taxes**

Sales Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of sales tax/VAT. They should indicate the rate (s) of VAT/ 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.

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

23. The decision of the 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.

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

25. **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.

26. **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.

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

**Signatures of the bidder**



## QUESTIONNAIRE

**BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED.**

1. Bid No. \_\_\_\_\_ date for bid opening on \_\_\_\_\_
  
2. Offer/Rate quoted is open for acceptance:  
(Mention the period not less than 90 days from the date of opening of financial bids)
  
3. Name & address of Printer firm
  
4. What is your permanent Income Tax A/C No. (PAN No.)
  
5. TAN/TIN No.
  
6. Confirm whether you have attached your latest/current ITCC or Certified photocopy thereof.
  
7. Status :
  - (a) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) UNDER Single Point Registration Scheme for the item(s) quoted? If so, indicate the date up to which you are registered and Whether there is any monetary limit on your registration.
  - (b) If you are not registered either with NSIC please state Whether you are currently registered with Directorate of Industries of the State Government concerned. If so, Indicate the date up to which you are registered and whether There is any monetary limit on your registration.
  - (c) Are you registered under the Indian Companies Act 1956 or any other Act? Please attach certified copy (copies) of the relevant registration certificate(s) in confirmation to your above answer(s).
  - (d) Are you registered under Partnership Act 1932 (Please give the name of partners ) For partnership firms whether Registered under the Indian Partnership Act 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.
    - (i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute condemning business of the partnership to arbitration.
    - (ii) If the answer to above is in point one and two the affirmative please furnish Copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a notary public or its execution would be admitted by affidavit on a properly stamped paper by all partner.
  - (e) Whether the firm is registered with State Govt./Central Govt. or local bodies. A copy of Registration Certificate may be attached.
  
8. Name & full address of your Banker (s) with the Account Number

Signature of Witness

Name & address of Witness

Signature of Bidder

Full name, designation & address of the person signing above  
For and on behalf of M/s  
(Name and address of the bidding firm)

**DECLARATION**

**From:-**

M/s.....  
.....  
.....

To

The Director,  
Central Arid Zone Research Institute,  
Jodhpur,  
Rajasthan, 342 003

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Assistant Administrative Officer, Admn-IV/Store Section, CAZRI, Jodhpur, Rajasthan, 342 003 immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm

Dated :

**TENDER FEE COUPON**

TENDER NO.: ----- Dated: \_\_\_\_\_

TENDER SET NO.:

ISSUED TO

M/s.....

.....

.....

Against request letter No.

\_\_\_\_\_ Dated \_\_\_\_\_ and payment of an

amount of Rs. 500/- (Rupees five hundred only) in cash.

TENDER DOCUMENT ISSUED ON \_\_\_\_\_

Assistant Administrative Officer



**Central Arid Zone Research Institute**  
**(Indian Council of Agricultural Research)**  
**Jodhpur (Rajasthan) 342 003**  
 Phone: 0291-2787152



F. No. 5(3)/2013-2014/ Admn-IV

Dated: 16th April, 2014

**SCHEDULE**

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" x10"	
		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 masking operations and plate making from computer and printing)	Up to 1000 copies	Above 1000 copies <b>(Rates for additional 1000 copies)</b>	Up to 1000 copies	Above 1000 copies <b>(Rates for additional 1000 copies)</b>	Up to 1000 copies	Above 1000 copies <b>(Rates for additional 1000 copies)</b>
	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)for every 8 pages or part thereof (rates including cost of PS plates) (butter paper print will be provided by the Institute)						
	i)	on Maplitho paper						
	ii)	on Art paper						
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 curing (Spot Lamination) 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		
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/D. VAT , if to be charged extra percentage thereof may kindly be indicated clearly		

**Signature of Proprietor/authorized representative of firm  
with name & 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, 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/VAT claimed if any, the following certificate may be given "Goods on which sales tax 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 goods are under the provision of that Act or the rules made thereunder.
- 19 The Director, 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 (as applicable) may be given.
- 21 The successful firm will have to deposit security money to this Institute @ 6% i.e., Rs. 30,000/- of the annual printing/publication works, in the shape of Bank Draft or Bank Guarantee, valid for a period of one year + 2 months.
22. General terms and conditions are as mentioned in our NITs/Tender.

Asstt. Administrative Officer