

**F.No : 4-6/19-20/ST****Date : 29.01.2020****LIMITED TENDER ENQUIRY**

Quotations are invited for the limited tender enquiry for **“Printing of six extension series booklets in English and Gujarati (4500 copies)”** with the technical specifications mentioned in the Annexure III, in a single bid system.

Tender documents may be downloaded from CIBA web site [www.ciba.res.in](http://www.ciba.res.in) as per the schedule given in **CRITICAL DATE SHEET** as under.

**CRITICAL DATE SHEET :**

Published Date	29 <sup>th</sup> January 2020 (02.00 PM)
Bid Document Download	29 <sup>th</sup> January 2020 (02.00 PM)
Bid Clarification Start Date	29 <sup>th</sup> January 2020 (02.00 PM)
Bid Clarification End Date	06 <sup>th</sup> February 2020 (02.00 PM)
Bid Submission Start Date	29 <sup>th</sup> January 2020 (02.00 PM)
Bid Submission End Date	06 <sup>th</sup> February 2020 (02.00 PM)
Bid Opening Date	07 <sup>th</sup> February 2020 (02.00 PM)

**Delivery Site (CIBA, Hqrs) :**

NGRC-CIBA, First Floor Animal Husbandry & Polytechnic Building,  
Navsari Agricultural University, Eru Char Rasta, Navsari,  
Gujarat-396450 . Ph-02637283509, 7977078509..  
E-mail: [stores@ciba.res.in](mailto:stores@ciba.res.in), [storesciba@gmail.com](mailto:storesciba@gmail.com)

Tenderer / Contractor are advised to follow the instructions carefully provided in **Instructions to Bidders (ITB ) and General Condition of Contract (GCC)**, without fail, which are uploaded in our website at [www.ciba.res.in](http://www.ciba.res.in) under “TENDER”, before submission of your bid. For clarification please send mail to [stores@ciba.res.in](mailto:stores@ciba.res.in)

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

Not more than one **quotations/estimates/bids** shall be submitted by one firm/bidder/contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the CIBA website [www.ciba.res.in](http://www.ciba.res.in) **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered / modified in any manner, **quotations/estimates/bids** will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CIBA.

Before the deadline for submission of the bid, CIBA, Chennai reserves the right to modify the tender document terms and conditions. Such amendment / modification will be notified on ciba website. Intending firms are advised to visit again CIBA website [www.ciba.res.gov.in](http://www.ciba.res.gov.in) at least 3 days prior to closing date of submission of **quotations/estimates/bids** for any corrigendum / addendum/ amendment.

**EMD Payment:**

Bid Security	<b>Rs.0/-</b>	<b>For Registered Vendors of ICAR - CIBA</b>
EMD	<b>Rs.9000/-</b>	<b>For Non-Registered vendors of ICAR – CIBA</b>
<b>EMD Exemption if valid MSMEs Certificate is produced</b>		

Earnest Money Deposit is to be deposited by **Demand Draft** in favour of **ICAR Unit, CIBA and payable at Chennai** obtained from any Nationalized/ scheduled Bank valid for three months. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government.

**The Hard Copy of the Quotations along with the earnest money deposit must be delivered to “The Director, Central Institute of Brackishwater Aquaculture (ICAR), No.75, Santhome High Road, R.A. Puram, Chennai – 600 028”** on or before bid opening date/time as mentioned in critical date sheet.

Bids will be opened as per date/time as mentioned in the **Critical Date Sheet.**

**Prices:**

The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges to various Departments/Centers/Institutions. The offer /bid should be inclusive of taxes and duties. However the percentage of tax & duties should be clearly indicated. The price should be quoted without custom duty and excise duty, since CIBA, Chennai is exempted from payment of excise duty, and the custom duty, which will be paid at concessional rate against duty exemption certificates.

**Taxes:**

CIBA, Chennai is public funded research organisation under the administrative control of ICAR, Ministry of Agriculture and Farmers welfare, Government of India and we are eligible for concessional Integrated Tax as per notification No.45/2017 Central Tax- (Rate), dated:14-11-2017/ Notification No.47/2017 Integrated Tax – (Rate), dated:14-11-2017 on submission of concessional certificate.. Hence tax should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment, wherever applicable.

**Risk Purchase Clause:**

In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.

**Performance Security Deposit:**

Performance Security Deposit (10% of the contract value) will be collected from the supplier before releasing supply/purchase order. The security deposit would be returned only after expiry of the contract period and sixty days. In the event of selected firm refusing or failing to supply the materials , the security deposit would be forfeited. And it is also informed that the **Performance Security deposit has to be claimed within three years after completion of warranty period, otherwise it would be forfeited.**

**Submission of quotations :**

The envelope has to be sent our office within the stipulated time:

**1. Technical & Price Bid:**

**Duly filled with seal and sign of the below documents in a envelope titled “Printing of six extension series booklets in English and Gujarati (4500 copies)” with tender number.**

1. Tender Acceptance Letter (Annexure-I) (To be given on Company Letter Head).
2. Price Bid Undertaking (Annexure-II) (To be given on Company Letter Head).
3. Annexure – III (Specifications & Requirements)
4. Annexure – IV (Price Bid)
5. PAN card and GST Certificate.
6. Cancelled Cheque copy / ECS Mandate form duly signed by Bank.
7. At least ONE BEST published model copy designed and printed during last one year to ensure high printing quality.

**The Director,  
Central Institute of  
Brakishwater Aquaculture,  
No.75.Santhome High Road,  
R.A.Puram,  
Chennai – 600 028.**

**ANNEXURE - I**  
**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**To,**  
**The Director,**  
**Central Institute of Brakishwater Aquaculture,**  
**No.75. Santhome High Road,**  
**R.A.Puram,**  
**Chennai – 600 028.**

**Subject : Acceptance of Terms & Conditions – Reg**

**CIBA Ref.No. : F.No:4-6/19-20/ST.**

**Name of Tender / Work: “Printing of six extension series booklets in English and Gujarati (4500 copies)”**

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Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from **Page No. 1 to 9** (including the annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety and also unconditionally accept that CIBA, Chennai has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

5. I / We accept that being L1 alone will not confer the award of the contract by the CIBA. The Award of the contract will be communicated by CIBA, Chennai through Post/ Fax / electronic form of communication, which is final and I / we shall abide by the terms / conditions / clauses contained therein.

6. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

7. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE - II**  
**PRICE BID UNDERTAKING**

(To be given on Company Letter Head)

From: (Full name and address of the Bidder)

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\_\_\_\_\_

To,

The Director,  
Central Institute of Brakishwater Aquaculture,  
75, Santhome High Road,  
R.A. Puram,  
Chennai – 600 028

Dear Sir/Madam,

**Sub : Price Bid Undertaking – Reg**

**CIBA Ref.No. : F.No:4-6/19-20/ST.**

I submit the Price Bid for the **“Printing of six extension series booklets in English and Gujarati (4500 copies)”** as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to supply at the rates as indicated in the price Bid of this tender.

Place :

Yours faithfully,

Date :

Signature of authorized Representative

**ANNEXURE – III**

**SPECIFICATIONS & REQUIREMENTS**

<b>Sl.No</b>	<b>Parameter</b>	<b>Requirement</b>
1.	<b>Designing software</b>	Adobe In Design or Coral Draw
2.	<b>Image quality on print</b>	600-120 dpi, HD
3.	<b>Cover page GSM</b>	Glossy 190 gsm
4.	<b>Content pages GSM</b>	Glossy 130 gsm
5.	<b>Total number of copies</b>	4500 nos
6.	<b>Cover and inner page designing Multicolour designing and printing</b>	As per the requirement using Adobe In Design or Coral Draw
7.	<b>Number of pages</b>	20 excluding cover page
8.	<b>Size of spread</b>	B5 (35cm x 24cm)
9.	<b>Printing Language</b>	English & Gujarati

**QUALITY REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM**

<b>Sl. No.</b>	<b>List of items</b>	<b>Attached (Yes or No)</b>
1	Attach at least ONE BEST publication designed during last one year of minimum 100 pages report to ensure high printing quality.	



**ANNEXURE – IV**

**PRICE BID FOR PRINTING**

<b>Sl.No (col 1)</b>	<b>Parameter (col 2)</b>	<b>Requirement (col 3)</b>	<b>Total cost for the printing work as per col 2 &amp; 3 (col 4)</b>
1.	Designing software	Adobe In Design or Coral Draw	
2.	Image quality on print	600-120 dpi, HD	
3.	Cover page GSM	Glossy 190 gsm	
4.	Content pages GSM	Glossy 130 gsm	
5.	Total number of copies	4500 nos	
6.	Cover and inner page designing Multicolour designing and printing	As per the requirement using Adobe In Design or Coral Draw	
7.	Number of pages	20 excluding cover page	
8.	Size of spread	B5 (35cm x 24cm)	
9.	Printing Language	English & Gujarati	
<b>GST</b>			
<b>Total</b>			
(In words Rupees _____ only)			

केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद)  
#75, संथोम हाई रोड, राजा अण्णामलैपुरम, चेन्नई - 600028, तमिलनाडु, भारत



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Fax: +91 44 24610311

Email: director.ciba@icar.gov.in, director@ciba.res.in