

F.No : 4-1/20-21/ST**Date : 19.09.2020****LIMITED TENDER ENQUIRY**

Quotations are invited for the limited tender enquiry for **Annual Rate Contract for Designing and Printing of Annual Reports, Newsletters, leaflets** with the technical specifications mentioned in the Annexure III & IV, in a single bid system.

Tender documents may be downloaded from CIBA web site www.ciba.res.in as per the schedule given in **CRITICAL DATE SHEET** as under.

CRITICAL DATE SHEET :

Published Date	19th September 2020 (02.30 PM)
Bid Document Download / Sale Start Date	19th September 2020 (02.30 PM)
Bid Clarification Start Date	19th September 2020 (02.30 PM)
Bid Clarification End Date	08th October 2020 (02.30 PM)
Bid Submission Start Date	19th September 2020 (02.30 PM)
Bid Submission End Date	08th October 2020 (02.30 PM)
Bid Opening Date	09th October 2020 (02.30 PM)

Delivery Site (CIBA, Hqrs) :

Central Institute of Brackishwater Aquaculture
(Indian Council of Agricultural Research),
No.75, Santhome High Road, R.A.Puram, Chennai-600028, Tamil Nadu.
Phone: +91-044-24618817, 24616948, 24610565.
E-mail: stores@ciba.res.in, 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 under **TENDER**, before submission of your bid. For clarification please send mail to 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/contactor 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 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 at least 3 days prior to closing date of submission of **quotations/estimates/bids** for any corrigendum / addendum/ amendment.

EMD Payment:

Bid Security	Rs.0/-	For MSME / NSIC Registered Vendors
EMD	Rs.8000/-	For MSME / NSIC Non-Registered vendors
EMD Exemption if valid MSMEs Certificate is produced		

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 6 600 028” 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 ó (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.**

Period of the Contract :

- a. The Annual Rate Contract (ARC) will be effective for one year from the date of contract and can be extended if it is agreed mutually by both the parties.
- b. The rates shall remain valid for a period of one year and there will be no change in price structure during the currency of the contract except, the statutory levies which are otherwise made applicable by the Govt. through notification / regulations. Enlistment can be cancelled at any time if the firm found as a habitual defaulter or supplying sub-standard material or for any reason or non ócompliance of the terms and condition of the ARC.

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 “Annual Rate Contract - Designing and Printing” 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
4. Annexure - IV
5. PAN card and GST Certificate.
6. Cancelled Cheque copy / ECS Mandate form duly signed by Bank.

**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 ó Reg

CIBA Ref.No. : F.No:4-1/20-21/ST.

Name of Tender / Work: Annual Rate Contract for Designing and Printing of
Annual Reports, Newsletters, leaflets

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned
Tender/Workø 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 12 (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)

To,
The Director,
Central Institute of Brakishwater Aquaculture,
75, Santhome High Road,
R.A. Puram,
Chennai 6 600 028

Dear Sir/Madam,

Sub : Price Bid Undertaking – Reg

CIBA Ref.No. : F.No:4-1/20-21/ST.

I submit the Price Bid for the **Annual Rate Contract for Designing and Printing of Annual Reports, Newsletters, leaflets** 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 for Designing of Annual Reports, Newsletters, leaflets

1. Annual Report

Approximate pages: 280 - 300 pages

Size: A-4

Multicolor in page setting in page setting software widely used in the designing sector.

Sl. No.	Items	Qty.	Rate
1	Designing outer cover page: Multicolor text setting, planning, designing and processing	Per 02 pages	
2	Designing inner cover page: Multicolor text setting, planning, designing and processing	Per 02 pages	
3	Designing inner pages: Multicolor text setting, planning, designing and processing	Per 04 pages	

2. Newsletter:

Approximate pages: 40 pages

Size : A4

Multicolor in page setting in page setting software widely used in the designing sector.

Sl. No.	Items	Qty.	Rate
1	Designing outer cover page: Multicolor text setting, planning, designing and processing	Per 02 pages	
1	Designing inner cover page: Multicolor text setting, planning, designing and processing	Per 02 pages	
2	Designing inner pages: Multicolor text setting, planning, designing and processing	Per 04 pages	

3. Leaflets

Size: 1/4 crown, Approximate pages: 10 pages

Multicolor premium quality

Sl. No.	Items	Qty.	Rate
1	Multicolor text setting, planning, designing and processing	Per 02 pages	
1	Multicolor text setting, planning, designing and processing	Per 02 pages	

4. **GENERAL REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM**

Sl. No.	List of Items	Availability (Yes or No)	Any other comments
1.	More than two high end DTP computers with stand-alone page editing software with high end processors of Intel i7 with more than 4GB RAM		
2.	B/W Laser Printer		
3.	Colour printer		
4.	U.P.S for backup facility of computers		
5.	Facilities for the staff of ICAR-CIBA to seat in case of urgent nature of work		
6.	Willingness to send the designing staff to ICAR-CIBA, Chennai in case of urgent nature of work		
7.	Should share the original final source file of editing		
8.	Should submit the pdf of print quality (high resolution)		

5. **ESSENTIAL REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM**

Sl. No.	List of Items	Attached (Yes or No) Attach separate sheets for evidence duly signed and stamped by the firm
1.	Copy of GST Registration Certificate, PAN Number, TIN Number, Service Tax Reg., up-to date VAT clearance Certificate, Certificate of Registration of Firm etc.	

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

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

ANNEXURE – IV

Specifications for Printing of Annual Reports, Newsletters, leaflets

1. Annual Report

Approximate pages: 280 - 300 pages

Size: A-4

Printing- Multicolor premium offset

Sl. No.	Items	Qty.	Quality of GSM	Rate for 100 copies	Rate for 300 copies	Rate for 500 copies
1	Multicolor Printing cover page	Per 04 pages	300 GSM art board with thermal lamination			
2	Multicolor Printing of inner pages with photos, graphs, tables, etc.	Per 04 pages	100 GSM art paper			
3	Binding (Section sewing/Jeu stitching & Perfect/digital binding)	Per copy				

Note : Give the pricing for four pages with the different number of copies

2. Newsletter :

Approximate pages: 40 pages

Size: A-4; Art paper; 100 GSM

Printing- Multicolor premium offset

Sl. No.	Items	Qty.	Quality of GSM	Rate for 100 copies	Rate for 300 copies	Rate for 500 copies
1	Printing cover page	Per 04 pages	130 GSM Art paper			
2	Multicolor printing	Per 04 pages	130 GSM art paper			
3	Staple Binding /Center pin	Per copy				

3. Leaflets

Size: 1/4 crown, approximate pages: 10 pages

Printing- Multicolor premium offset

Sl.No	Items	Qty	Quality of GSM	Rate for 100 copies	Rate for 500 copies	Rate for 1000 copies
1.	Multicolor printing	Per 02 pages	100GSM			
			130GSM			
			170GSM			
2.	Multicolor printing	Per 04 pages	100GSM			
			130GSM			
			170GSM			

4. GENERAL REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM

Sl. No.	List of Items	Availability (Yes or No)	New / refurbished (Also mention about its working condition)
1	Four colour offset machine of 19" x 25" size		
2	Computer to Plate (CtP) unit		
3	Scanning and planning facilities		
4	Complete processing equipment		
5	Complete plate making unit		
6	Automatic cutting machine		
7	Section sewing machine		
8	Perfect / Digital binding Machine		
9	Lamination facility		
10	High speed E-Mail/Internet connectivity (100 Mpbs and above)		
11	More than two high end DTP computers with stand-alone page editing software with high end processors such as Intel i7 with more than 4GB RAM		
12	Usage of Imported Eco-Friendly Inks		
13	Colour printer digital for making		
14	U.P.S for backup facility of computers		
15	Number of Laser typesetting operators		
16	Facilities for the staff of ICAR-CIBA to seat in case of urgent nature of work		
17	Willingness to send the designing staff to ICAR-CIBA, Chennai in case of urgent nature of work		
18	ISO certification of the company/firm (If available, please attach)		

5. ESSENTIAL REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM

Sl. No	List of Items	Attached (Yes or No) Attach separate sheets for evidence duly signed and stamped by the firm
1	Power backup facility (Gen-set/DG set) for the operation of printing machines (CtP unit)	
2	Experience in the field of printing with documentary evidences	
3	Copy of GST Registration Certificate, PAN Number, TIN Number, Service Tax Reg., up-to date VAT clearance Certificate, Certificate of Registration of Firm etc.	
4	Annual Turnover of minimum 50 lakhs supported with sufficient proofs.	

6. PRINTING QUALITY REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM

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

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



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