



ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUT  
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No. 26/1/2017-S/Printing/

Dated: 17. 05.2017

To

**Sub: Printing of Books, Journals, Newsletters, Handbooks,  
Brochures, Bulletins, Annual Reports etc.- Reg.**

Sir,

This Institute invites sealed tenders from reputed agencies/firms having expertise and working experience in Government Departments for **Printing of Books, Journals, Newsletters, Handbooks, Brochures, Bulletins, Annual Reports etc. by Offset process only, in Hindi/Bengali/English language(s) on Annual Job contract basis. Only those firms need to submit tenders which possess requisite printing machines.**

Tender has to be submitted in two bid system 1) Containing Technical details and 2) containing Financial details in two separate sealed envelopes marked as "Technical bid" and "Financial bid" respectively as applicable. Both these envelopes should then be enclosed in another envelop marked as" **TENDER FOR RATE CONTRACT FOR PRINTING**" and Address to The Asstt. Administrative Officer (Stores) ICAR-CIFRI, Barrackpore, Kolkata-700 120, West Bengal.

**Last date for submitting of the Tender, either by hand or by post, at the office of the undersigned is 8<sup>st</sup> June 2017 till 2.00 P.M.**

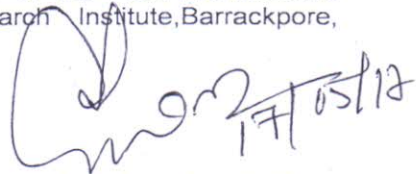
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TERMS & CONDITIONS

1. Tender documents issued are non-transferable.
2. Tender should be submitted in two bid system with Technical bid and Financial bid, enclosed in separate sealed envelopes marked as "TECHNICAL BID" and FINANCIAL BID", respectively, as applicable and both of these envelopes should be enclosed in an outer envelope marked as "TENDER FOR RATE CONTRACT FOR PRINTING".
3. The Technical bid should contain the following:
  - (a) The details of Printing firms as per specification Annexure-I.
  - (b) Samples of Papers, other related materials to be used.
  - (c) Samples of published printed materials by the printer as per the Item No.A to H of ANNEXUR-II.
  - (d) A certificate of the bidder, to the effect that the samples enclosed are as per the specification.
  - (e) **Bank Demand Drafts for Rs. 30,000/- as EMD dawn in favour of "ICAR UNIT-CIFRI, Barrackpore" and payable at State Bank of India, Barrackpore branch (Code No.0029). Failure to submit DDs for EMD, the tender application will be rejected. Other than DD no form of payment will be entertained.**
  - (f) Copy of Income Tax Return for the past three years.
  - (g) Copy of valid Registration Certificate of the firm obtained from Competent Government office.
  - (h) A list of Government offices for which printing job has been undertaken during the last three years with copies of work order(s) as proof.
  - (i) The firm should have minimum 03(three) years experience of printing Annual Report(s)/Book(s)/News letter(s) etc. Copies of Annual Report/Book/Newsletter in support of the claim should be annexed with the Technical Bid failing which the Bid will be rejected.
4. The financial bid should contain rates quoted as per items A to H as per Annexure II.
5. Evaluation of the tenders will be made first on the basis of technical bid and then on the basis of financial bid by a duly constituted committee.
6. The tender should remain valid for 90 (ninety) days from the date of opening.
7. The printing firms' establishment should be located within the jurisdiction of Kolkata. The firm should have four colour offset machines with in house processing equipment facility, which will be subjected to physical verification by an appropriate committee constituted by the Competent Authority. This will be part of evaluation of technical bid, failing which the tender will be rejected. The Institute reserves the right to inspect the in-house facility at any time without any prior intimation.
8. The rate quoted will be valid for a period of one year (12 months) from the date of issue of work order. No price escalation will be considered during the contract period.

9. The last date for the receipt of tender is 08.06.2017 up to 02.00 PM. The bids are to be submitted by hand or may be sent by post to "The Assistant Administrative Officer (Stores)", ICAR-CIFRI, Barrackpore, Kolkata-700 120, West Bengal" so as to reach before the scheduled closing date and time. Last bids shall not be entertained beyond the prescribed date and time.
10. The department will supply printing matter, either as hard copy or soft copy. Further works like designing, composing, proofing and printing will be done by the agency. At least three proofs will have to be attended before approval of the colour, matter and design of both cover and text.
11. Performance security @10% of the average contract value of the Institute for the last three years will be collected from the successful bidder and will be retained until the termination of contract. This security is being collected from the printer in order to protect the interest of the Institute like manuscript, research materials, IP protection, quality maintenance etc.
12. No advance payment will be made by the Institute. The bids bearing the clause for advance payment will be rejected.
13. Art work, master copy in the form of soft and hard copies and its Negatives/positives plates, etc. will have to be returned to the Institute at the time of delivery of the printed materials.
14. Printed materials should be delivered at ICAR - CIFRI, Barrackpore within the specified dates as suggested at the time of issuing work order. No transportation/delivery charges shall be paid by CIFRI and the delivery shall be on F. O.R basis.
15. The Institute reserves the right to reject the printed materials in full or part, if the quality is not found satisfactorily by the competent authority.
16. The tender evaluation will be based on submission of all the necessary documents, information, credentials, certificated, etc. as above and item wise comparison as per the items given in the tender documents.
17. Director of the Institute reserves the right to reject one or all tenders/ Quotations without assigning any reason.
18. Authenticated declaration as per Annexure-III in letter head of the firm.

The sealed tenders/quotations be addressed to the Asst. Administrative Officer (Stores), ICAR-Central Inland Fisheries Research Institute, Barrackpore, Kolkata-700120, West Bengal.

  
Asstt. Administrative Officer  
(Stores)

Annexure-I

Details of the firm:

1. Name of the Printing Press :
2. Full Address :
3. Phone No. :
- FAX No
- E-mail Address :
4. Name of the owner &  
Nature of Ownership :
5. Pan Card No. :
6. Details of firm's Registration with :  
(Enclose copies as proof)
7. Details of the infrastructure including Complete address of the  
Infrastructure where they are located as following :
  1. No. of single colour offset printing machine:
  - ii. No. of four colour offset printing machine:
  - iii. No. of Binding machine:
  - iv. No. of Stitching machine:
  - v. No. of cutting machine:
  - vi. No. of computers for designing formatting:
  - vii. Details of infrastructure for Desktop Printing.

8. Detail of Annual Turnover for last three year.

(Enclose copies of balance sheet as proof)

9. Details of the skilled man-power engaged by the printing press:

10. Details at least 5(five) work orders from Govt. Organizations, of value not less than 02(two) lakhs each/ financial year as following with copies of such orders enclosed for proof.

Sl.No.	Name of the Organization	Period(Year)	Printing details along with amount(Rs.)	Remarks
1.	2.	3.	4.	5.

11. Enclose samples of printed material/Publications/Periodicals.

12. The tenderer should furnish a certificate on a separate paper certifying that the samples enclosed are in accordance with specifications as per the tender notification.

Place:

Date:

Signature with seal

