



केन्द्रीय समुद्री मात्स्यिकी अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
[कृषि अनुसंधान एवं शिक्षा विभाग, कृषि मंत्रालय, भारत सरकार]



Central Marine Fisheries Research Institute

(Indian Council of Agricultural Research)[Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India]

पोस्ट बॉक्स सं.1603, एरणाकुलम नोर्थ पी.ओ., कोच्ची-682018, केरल, भारत

Post Box No.1603, Ernakulam North P.O., Kochi - 682018, Kerala, India

Phone: 91 484 2394867/2391407 Fax: 91 484 2394909/2396685 Email: director@cmfri.org.in Web: www.cmfri.org.in

F.No: 18-05/2014 -P

Dated:29.10.2014

To

Sub: Annual Rate Contract for the Printing works of CMFRI

Sir,

Sealèd Tenders are hereby invited by the Director, CMFRI, Kochi from reputed printing firms, who are based **in and around Kochi having latest four colour offset printing machine** for entering into Annual Rate Contract for printing various jobs and other publications of the Institute in English/Hindi and Malayalam as per the schedule of Requirements attached (Annexure-I) for a period of One Year from the date of award of the rate contract as per the terms and conditions given below:-

1. The cover containing quotation should be superscribed as **"Quotation for Annual Rate Contract for the Printing Works due on 14.11.2014."** Quotation should be signed and stamped by the authorized signatory of the firm. It shall reach this office by not later than **12.00 hrs. on 14.11.2014** and **will be opened at 14.30 hrs.** on the same day. Quotations received after the due date and time will not be considered.
2. Firms having ample experience, at least 3 years of experience in the field of printing will only be considered. Documentary evidences for the experience /references may also be submitted.
3. The firm must have valid TIN/Sales Tax Registration No. and submit documentary proof in this regard. PAN number of the firm has to be furnished.
4. Any form of over writing in the tender will disqualify the tender and such tenders are liable to be out rightly ignored/rejected. Also a tender is liable to be ignored if completed information as required therein is not filled in. The rates quoted should be strictly in accordance with the specification given in the tender form. The rates should be quoted in words also.



5. A Demand Draft for an amount of equivalent to the 5% of the quoted amount as EMD in favour of the Director, CMFRI, Kochi-18 should be enclosed along with the quotation. No quotation shall be considered without EMD. The EMD will be refunded only after the finalization of the contract and no interest will be paid on EMD. The selected firm has to submit an amount equivalent to 10% of the quoted amount as Performance Security Deposit in one of the following forms:
- Account Payee Demand Draft in favour of ICAR Unit, CMFRI, Kochi-18.
 - Fixed Deposit Receipt from a Commercial Bank
 - Bank Guarantee

6. Performance Security:

Within 21 days of the issue of notification of award, the successful bidder shall furnish the performance security in accordance with and as per the instructions incorporated in the general conditions of contract with regard to performance security. Failure of the successful bidder to comply with the requirement of performance security shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security in which event the Competent Authority of this Institute had full right to make the award to the next lowest evaluated bidder or call for new bids.

7. Liquidated Damage Clause:

If any time during the performance of the contract, the Firm encounters conditions hindering timely delivery of the goods/ service, the Firm shall promptly inform the Institute in writing the fact of the delay and likely duration of the same. After receipt of the communication, the Institute shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the service and or perform the service within the delivery period for reasons other than circumstances beyond the firm' control (which will be determined by the Institute) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of delayed goods or services.

8. No advance payment in any case would be paid. However payment will be made after the satisfactorily completion of service.
9. The Director, CMFRI, Kochi-18 reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.



10. Please submit your Quotation accordingly. You shall sign all the pages of your quotation. You are also required to return this original tender enquiry (all the pages), duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for record.
11. Price bid not complying with the above conditions and not as per the schedule of requirements (see Annexure-I) are liable to be rejected.



.....
(Signature of the Competent Authority)

Name: Rakesh Kumar
Chief Administrative Officer
Address: Central Marine Fisheries Research Institute,
P.B No. 1603, Ernakulam North P.O.,
Cochin - 18.
Telephone No. 0484 - 2394867
Fax No: 0091-0484-2394909/2396685



SCHEDULE OF REQUIREMENTS AND OTHER TERMS AND CONDITIONS

RATE CONTRACT FOR PRINTING WORK

Sl. No	Specification	Detailed specification	Additional specification	Rate (in Rs.)
1	Language	English/Hindi/Malayalam		
2	Page setting charges	in Different size	Single colour/Multicolour	
3	Printing cost	Should be of Offset Printing		
		a) Double Demy (1000 impression) + additional impression (Single colour & Multicolour)	Measurement of finished work will be different as per requirement	
		b) Double Crown (1000 impression) + additional impression (Single colour & Multicolour)		
4	Binding	a) Charges for Centre stapling	8 Pages in different size	
		b) Charges for Side stapling	8 Pages in different size	
		c) Charges for Section screwing	8 Pages in different size	
		d) Charges for Perfect binding	8 Pages in different size	
		e) Charges for Hard Board binding	8 Pages in different size	
		f) Charges for Case binding	Spine up to 2 cm in different size	
		g) Charges for Wiro binding	0.5 cm to 1 cm in running inch	
		h) Charges for Leather binding		
		i) Charges for Creasing and folding		
		j) Charges for Gathering and folding		



Cost of Paper	a) 60 GSM super print / Maplitho	Hi-bright & Cream-wave in different paper size	
	b) 70 GSM super print / Maplitho		
	c) 80 GSM super print / Maplitho		
	d) 90 GSM super print / Maplitho		
	e) 100 GSM super print / Maplitho		
	f) Imported art paper	size: 56 x 82 cm in different GSM	
	g) 32KG. Super print	D/Dy	
	h) Indian Art Paper	All size & all GSM	
	i) Imported art paper	All size & all GSM	
	j) Lucky parchment		
	k) Ledger paper		
	l) Cromo art paper		
	m) Imported art card	220, 250,300,350 GSM in different size	
	n) Indian art card	220, 250,300,350 GSM in different size	
	o) Pulp card		
p) Hand made paper			
6	Lamination charges	a) Mat lamination b) Glossy lamination c) Spot lamination d) UV Coating	For 100 sq.inch
7	Embossing charges	Charges for Gold or Silver colour	as per size
8	Colour proof	Charges for A4 & A3	Charges for Black & White should not be claimed



Description of job/materials			Rate in Rupees		Type setting with page layout changes in multicolour
I	Type setting charge	DTP per page	By manuscript	By CD/Floppy	
	1. Demy 1/8	English Malayalam Hindi			
	2. Crown 1/4	English Malayalam Hindi			
	3. Demy 1/4	English Malayalam Hindi			
	4. Demy 1/16	English Malayalam Hindi			
	Cover designing charges for all sizes				



Other Terms & Conditions

- a) All the printing jobs will be printed in English/Hindi/ Malayalam as required.
- b) 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.
- c) 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.
- d) The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute (and for collecting them back promptly).
- e) High quality of reproduction will have to be ensured by the firm. 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.
- f) The material will not be acceptable in case it is not in the acceptable quality as per terms of the contract and is liable to be rejected outright.
- g) 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 rate quoted, so as to access the quality of the printing/workmanship.
- h) 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 the requirement.
- i) In case of any dispute, the decision of the Director, CMFRI shall be final and binding on all concerned.
- j) The rates quoted must be strictly in accordance with the specifications asked for.
- k) The rates quoted must be stamped and signed by authorized signatory of the bidding firm.
- l) The tenderer must fulfil the criteria as laid down and sign the same with seal and date.

(Signature & Seal of Tenderer)



We confirm that we agree to all other terms & conditions of your quotation enquiry including the terms of delivery, period of delivery.

We have furnished all the information, as required in the quotation enquiry and attached the relevant documents.

We confirm that our offer will remain valid for acceptance for..... days after the date of opening of quotation.

.....
(signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of.....
(Name and Address of the tendering firm)

.....
(Seal of the tendering firm)
Date:
Place:

