



# भा.कृ.अनु.प.-राष्ट्रीय लीची अनुसंधान केन्द्र

ICAR-NATIONAL RESEARCH CENTRE FOR LITCHI  
AN ISO 9001:2008 Certified

(भारतीय कृषि अनुसंधान परिषद, कृषि मंत्रालय)

(Indian Council of Agricultural Research, Ministry of Agriculture)

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार) भारत

Mushahari Farm, Mushahari, Muzaffarpur - 842002 (Bihar) India

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NO. 12-1(26)/P&S/2017-18/Printing (Vol. III)- /3866-3880.

Dated: 02.01.2018

Speed/Registered Post

To,  
(As per enclosed List)

Sir,

This Institute intends to print the below mentioned items as per specification given below under Annual Rate Contract basis from reputed firms having evidence of printing and developing scientific reports. You are requested to submit your rate in a sealed cover to this Institute in keeping the view of terms and conditions mentioned below:

Sl. No.	Specification	Quantity required
1.	Quotation for printing of Annual Report, technical Bulletin etc. under Annual Rate Contract.  (Detailed Specification attached in a separate sheet)	As per need.

## TERMS AND CONDITIONS

1. The quotation in a sealed cover should have the following superscription on the left corner of the envelope "Quotation for printing of annual report, Technical Bulletin's etc. under ARC". The quotation must be as per specification and the price should be clearly mentioned as per the item asked in quotation and FOR at NRCL including transport cost.
2. The last date of submission of quotation is up to 1600 hrs. on 27.01.2019.
3. The quotation may be sent through post only addressed to The Director, ICAR-NRC on Litchi, Mushahari Farm, Mushahari, Muzaffarpur-842002 (Bihar).
4. The terms & conditions and specification of printing of Annual Report, technical bulletin etc. under Annual Rate Contract may be seen on institute website: [www: nrclitchi.org](http://www.nrclitchi.org) as well as CPP Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app).
5. The bidder shall be required to submit the Earnest Money (EMD) for an amount of Rs. 20000/- (Rupees Twenty thousand only) by way of demand drafts of Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of "ICAR Unit-NRCL, Muzaffarpur, Payable at SBI Mushahari, Muzaffarpur Branch Code-14283". The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/Security deposit and for unsuccessful bidder (s) it would be returned after award of the contract. The demand drafts or bank Guarantee for EMD must deliver to "ICAR Unit-NRCL, Mushahari Farm, Mushahari Muzaffarpur, Bihar-842002 on or before last date/time of Bid Submission.
6. The rate quoted by the firm should be in **Indian rupees only** and it should be **FOR-ICAR-NRC on Litchi, Mushahari Farm, Mushahari, Muzaffarpur-842002 (Bihar)** and indicate clearly the cost of the item, Taxes & duties, Transportation charge & other charges separately.

7. The quality of single and multi-colour text printing and photograph reproduction should be uniform and sharp. Any deviation in the use of quality of paper in printing text, photograph, graphs, reproduction etc. will invoke penalty as fixed by the competent authority.
8. Samples of all papers should be enclosed along with the quotation duly embossed by the firm's signature and seal.
9. The firms having experience in same nature of work in ICAR/CSIR/University/Colleges/Technical Institutes and good turnover etc. may enclose copy of work order alongwith satisfactory report from concerned organization during the period of Annual rate Contract for consideration. A copy of ISO Certification, if any, must also be attached.
10. Each bidder shall submit only one quotation.
11. Quotation submitted should remain valid for a period not less than 90 days after the deadline date specified for submission.
12. This Institute will not held responsible for any loss and damage of articles in transit.
13. The rate quoted should conform to the terms & conditions and specification given above.
14. Payment shall be made on submission of the pre-receipted bill in duplicate after satisfactory completion and installation of the supplied goods/items within a month.
15. The bidder should submit the following credentials in a separate sheet along with quotation.
  - i. PAN No.
  - ii. Service Tax No.
  - iii. If it is Authorized dealer/Manufacturer, then enclose documentary evidence for the same.
  - iv. Enclose copies of supply order/work order of Government Departments, if any.
  - v. Bank A/C details
16. Any dispute arising about this shall be subject to jurisdiction within the Municipal limit of Muzaffarpur only.
17. The Competent Authority reserves the right for cancellation of quotation (s) at any time without assigning any reason.

**Note: The quotations which do not obey the terms & conditions mentioned above are liable to be rejected and would not be considered for further process.**

Yours faithfully,

  
Administrative Officer

ICAR-NRC on Litchi, Muzaffarpur

**Tenderer to fill up this page**  
**(In Firm's Letter head)**

- 1 (a) Name of the Tenderer firm/Organization/Agency:  
(b) Name of the Proprietor/Partner:
2. Office Address of the Firm:
3. Telephone/Mobile No.:
4. Fax No.:
5. E-mail Address:
6. Website address if any:
7. i) GST/VAT Registration No:  
ii) Trade License No:  
iii) Service Tax No.:  
iv) PAN No.:
8. i) Firm's Bank Account No.:  
ii) Name of Bank & Branch:  
iii) IFSC Code No.:
9. Name of authorized representative(s):
10. Whether proprietary or partnership Firm or Company:
11. Name and contact details of person for tender and work order related information:

**Signature of Authorized person of the Firm/Agency with**

## Check list with Tender Document

SI No.	<u>Specification</u>	<u>To be marked Yes or No</u>
1	<u>EMD of Rs. 20,000/-</u>	<u>Yes/No</u>
3	<u>Registration of Firm for printing jobs/Trade License</u>	<u>Yes/No</u>
4	<u>PAN number of the firm</u>	<u>Yes/No</u>
5	<u>Service Tax Registration/GST/TIN/Sales Tax</u>	<u>Yes/No</u>
6	<u>Annual turnover in last three years (enclosed proof)</u>	<u>Yes/No</u>
7	<u>List of Government Departments where printing work was done during the last three years</u>	<u>Yes/No</u>
8	<u>Income Tax Return for last three years</u>	<u>Yes/No</u>
9	<u>Annexure-II</u>	<u>Yes/No</u>
10	<u>Annexure-III</u>	<u>Yes/No</u>
11	<u>Annexure-IV</u>	<u>Yes/No</u>
12	<u>Annexure-V</u>	<u>Yes/No</u>
13	<u>Annexure-VI</u>	<u>Yes/No</u>

Amount of Earnest Money	Rs.20,000/-(Rupees twenty thousand only)
Particulars of Demand Draft for EMD	No. _____
	Dt. _____
	Bank _____
	Branch _____

**Signature and Seal of Bidder**

**Undertaking by the Firm for Information Furnished in**

(On the Firm's Letter head)

**Dated:**

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the ICAR-NRCL, Muzaffarpur in future. I also agree to forfeit my earnest money if I fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

**Stamp & Signature of the Bidder**

**Non-Blacklisting Certificate**  
(To be given on Company Letter Head)

**Dated:**

To

The Director  
ICAR-National Research Centre on Litchi  
Mushahari Farm, Mushahari  
Muzaffarpur (Bihar)-842002

**Sub: Declaration of Non-Blacklisting Certificate-reg.**

**Tender Reference No.** \_\_\_\_\_

**Name of Tender/Work** \_\_\_\_\_

**Dear sir,**

I/We hereby certified that my firm \_\_\_\_\_ has not been blacklisted  
by any Government/Semi-Government Organization in India.

**Yours faithfully,**

(Signature of the Bidder with Official Seal)

## **Tender Acceptance Letter**

(To be given on Company Letter Head)

**Dated:**

To

The Director  
ICAR-National Research Centre on Litchi  
Mushahari Farm, Mushahari  
Muzaffarpur (Bihar)-842002

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.** \_\_\_\_\_

**Name of Tender/Work** \_\_\_\_\_

Dear sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the website 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. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like 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/organizations to have 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.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. 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 yo9ur 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)

**Tender Inviting Authority: Director, ICAR-NRC on Litchi, Muzaffarpur**  
Name of Work: Annual Rate Contract for Printing

**Financial Bid**

1

To

The Director  
ICAR-National Research Centre on Litchi  
Mushahari Farm, Mushahari  
Muzaffarpur (Bihar)-842002

Sir,

I/We wish to submit our Tenders for annual rate contract for printing and binding of annual reports, newsletters, books, bulletins & other publications at ICAR-NRC on Litchi, Muzaffarpur on the following rates:

Sl. No.	Item Description	Units	Rate quoted by the firm (in figure and words both)
1	<b>Part A: Annual Reports Printing of Books, monographic publication etc.</b>		
1.1	<b>Printing cost of multi-coloured including typesetting, formatting of text, tables, graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production text/tables/graph/photograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding, cover page and paper</b>		
1.11	In English/in Hindi/in Diglot for (Hindi and English together on the same page) copies-up to 200 and pages up to 125. Cut size 8.5"x11"	Per Page one side	
1.12	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and pages up to 125. Cut size 7.5"x9.5"	Per Page one side	
1.2	<b>Printing cost of single-colour (black) including typesetting, formatting of text, tables graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production Text/table/graph/photograph/maps including designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding cover page and paper.</b>		



1.21	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 200 and pages up to 125. Cut size 8.5"x11"	Per Page one side	
1.22	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and pages up to 125. Cut size 7.5"x9.5"	Per Page one side	
1.3	<b>Multi-Colour cover printing composing, processing with lamination etc. (Complete in all respect) excluding paper</b>		
1.31	Cut size 8.5"x11"	Per cover	
1.32	Cut size 7.5"x9.5"	Per cover	
1.4	<b>Binding rates for paper back and self cover (all operations including section sewing with thread and perfected covering on the spine with end paper pasted into the inner covers and cut flush)</b>		
1.41	Up to 125 pages cut size 8.5"x11"	Per book	
1.42	Up to 125 pages cut size 7.5"x9.5"	Per book	
1.5	<b>Perfect Binding (all operations &amp; using imported glue)</b>		
1.51	Up to 125 pages cut size 8.5"x11"	Per book	
1.52	Up to 125 pages cut size 7.5"x9.5"	Per book	
1.6	<b>Lamination Charges</b>		
1.61	Gloss finish cut size 8.5"x11"	Per cover	
1.62	Gloss finish cut size 7.5"x9.5"	Per cover	
1.63	Mat finish cut size 8.5"x11"	Per cover	
1.64	Mat finish cut size 7.5"x9.5"	Per cover	
2	<b>Part:B Printing of Technical Bulletins, folders, Booklet, Newsletters, Pamphlets etc.</b>		
2.1	<b>Printing cost of multi-coloured including typesetting, formatting of text, tables graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production Text/table/graph/photograph/maps incuding designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding cover page and paper.</b>		
2.11	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 200 and Cut size 8.5"x11"	Per Page one side	
2.12	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 4.5"x8.5"	Per Page one side	

2.13	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 6"x9.5"	Per Page one side	
2.14	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 5.5"x8.5"	Per Page one side	
2.15	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 7"x9.5"	Per Page one side	
2.2	<b>Printing cost of single-colour (black) including typesetting, formatting of text, tables graphs, photographs, maps etc. (including their alteration, if any) in different type of faces and font sizes. Production Text/table/graph/photograph/maps incuding designing, processing, planning, outputting, plate making (Complete in all respect) excluding binding cover page and paper.</b>		
2.21	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 200 and Cut size 8.5"x11"	Per Page one side	
2.22	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 4.5"x8.5"	Per Page one side	
2.23	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 6"x9.5"	Per Page one side	
2.24	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 5.5"x8.5"	Per Page one side	
2.25	In English/in Hindi/in Diglot form ( Hindi and English together on the same page) copies-up to 300 and Cut size 7"x9.5"	Per Page one side	
2.3	<b>Multi-color cover printing composing, processing, lamination etc. (Complete in all respect) excluding paper</b>		
2.31	Cut size 8.5"x11"	Per cover	
2.32	Cut size 4.5"x8.5"	Per cover	
2.33	Cut size 6"x9.5"	Per cover	
2.34	Cut size 7"x9.5"	Per cover	
2.35	Cut size 8"x9.5"	Per cover	
2.4	<b>Binding rates folder, booklet, pamphlet, newsletter etc. (all</b>		

	<b>operations in applicable staple/cross stitch)</b>		
2.41	Up to 25 pages cut size 8.5"x11"	Per booklet	
2.42	Up to 25 pages cut size 4.5"x8.5" (Staple cross stitch)		
2.43	Up to 25 pages cut size 6"x9.5" (folding/staple/cross stitch)	Per booklet	
2.44	Up to 25 pages cut size 5.5"x8.5" (staple/cross stitch)	Per booklet	
2.45	Up to 25 pages cut size 7"x9.5" (staple/cross stitch)	Per booklet	
2.46	More than 25 pages cut size 8.5"x11" (staple/cross stitch)	Per booklet	
2.47	More than 25 pages cut size 4.5"x8.5" (staple/cross stitch)	Per booklet	
2.48	More than 25 pages cut size 6"x9.5" (staple/cross stitch)	Per booklet	
2.49	More than 25 pages cut size 5.5"x8.5" (staple/cross stitch)	Per booklet	
2.50	More than 25 pages cut size 7"x9.5" (staple/cross stitch)	Per booklet	
<b>3</b>	<b>Part C: Rate of Papers (all Rates should be inclusive of wastage)</b>		
3.01	White Map Litho paper (Ballarpur) 23"x36"/90 GSM	Per 100 Sheet	
3.02	Art paper (mat/gloss) sinarmas (Bilt) 23"x36"/110 GSM	Per 100 Sheet	
3.03	Art paper (mat/gloss) sinarmas (Bilt) 23"x36"/130 GSM	Per 100 Sheet	
3.04	Imported art paper (mat/gloss) magna- star 23"x36"/110 GSM	Per 100 Sheet	
3.05	Imported art paper (mat/gloss) magna- star 23"x36"/130 GSM	Per 100 Sheet	
3.06	Imported art paper (mat/gloss) magna- star 23"x36"/170 GSM	Per 100 Sheet	
3.07	White Map Litho paper (Ballarpur) 20"x30"/90 GSM	Per 100 Sheet	
3.08	Art paper (mat/gloss) sinarmas (Bilt) 20"x30"/110 GSM	Per 100 Sheet	
3.09	Art paper (mat/gloss) sinarmas (Bilt) 20"x30"/130 GSM	Per 100 Sheet	
3.10	Art paper (mat/gloss) sinarmas (Bilt) 20"x30"/170 GSM	Per 100 Sheet	
3.11	Imported art paper (mat/gloss) magna- star 20"x30"/110 GSM	Per 100 Sheet	
3.12	Imported art paper (mat/gloss) magna- star 20"x30"/130 GSM	Per 100 Sheet	
3.13	Imported art paper (mat/gloss) magna- star 20"x30"/170 GSM	Per 100 Sheet	
3.14	Imported art card (mat/gloss) magna- star 23"x36"/220 GSM	Per 100 Sheet	
3.15	Imported art card (mat/gloss) magna- star 23"x36"/300 GSM	Per 100 Sheet	
3.16	Imported art card (mat/gloss) magna-	Per 100	

	star 22"x28"/220 GSM	Sheet	
3.17	Imported art card (mat/gloss) magna-star 22"x28"/300 GSM	Per 100 Sheet	
3.18	Imported art card (mat/gloss) magna-star 23"x36"/220 GSM	Per 100 Sheet	
3.19	Imported art card (mat/gloss) magna-star 23"x36"/300 GSM	Per 100 Sheet	
3.20	Imported art card (mat/gloss) magna-star 22"x28"/220 GSM	Per 100 Sheet	
3.21	Imported art card (mat/gloss) magna-star 22"x28"/300 GSM	Per 100 Sheet	

**Note:-**

- The rate should be quoted each as per units for all items.
- The approximate quantities mentioned are only for the purpose of financial comparative.
- The actual requirement may vary from the quantities provided as per actual need.
- At the time of actual billing the amount/cost will be calculated on pro-rata basis.
- The quoted rates are inclusive of all taxes etc.

**Signature and Seal of the Bidder**

Name & Address of the firm \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_  
 Email ID \_\_\_\_\_