



F.No. 5-234/2022-23/Printing/A.III

Date: 13.09.2022

INVITATION FOR TENDERS FOR
UNDERTAKING PRINTING JOB WORK UNDER TWO BID SYSTEM

The Director, ICAR – NAARM, Rajendranagar, Hyderabad – 500 030, Telangana, India invites sealed tenders for “**PRINTING JOB WORK**” from the eligible bidders. We except most competitive rates. At the same time, we also except good quality printing as our main activity is to impart training for the senior level scientist(s) who come from all over the country. As a part of this activity, our Academy periodically publishes Annual Report, a quarterly Newsletter, Calendar of Training Programmes, Cover pages of various project Reports etc. Hence the printers must have all the facilities (like DTP, electronic pre- press including scanner, image setter and automated binding equipment) under one roof. **The rates quoted should be for as per financial bid BOQ. The tender has to be submitted online only.**

The rates may please be offered in the Financial Bid BOQ in CPPP after going through the complete schedule. The quoted rates shall be valid for whole **period of contract**. Purchase orders will be placed separately for each individual printing job from time to time.

The details of submission of Tender is as follows:

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	14-09-2022	0900 hrs
2)	Document Download start date	14-09-2022	1000 hrs
3)	Seek Clarification Start Date	14-09-2022	1200 hrs
4)	Seek Clarification End Date	21-09-2022	1500 hrs
5)	Bid Submission Start Date	14-09-2022	1000 hrs
6)	Bid Submission Closing Date	04-10-2022	1100 hrs
7)	Bid Opening Date	06-10-2022	1000 hrs

Note:

1. The final work consignment as per supply order shall be transported to ICAR – NAARM Stores at your own cost.
2. The information format should invariably be filled in and duly signed by the authorized signatory and the terms and conditions strictly to be followed before submitting the tender

Note: Bidder should sign and Seal on each page of the Tender document failing which your tender document will not be accepted

SCHEDULE - I

GENERAL TERMS AND CONDITIONS:

1.	Online bids on CPPP are invited for and on behalf of the Director, ICAR – NAARM, from eligible bidders for PRINTING JOB WORK AT ICAR-NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT
2.	All communications must be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad.
3.	Schedule of the Work: The detailed specification of the different types of Printing works and approximate total annual requirement under each type is provided in SCHEDULE – II of this tender document.
4.	The Earnest Money Deposit (EMD) is Rs. 20,000/- (Rupees Twenty thousand only) to be submitted scanned copy of Demand Draft through online and original Demand Draft should be sent by speed post to “Senior Administrative Officer, ICAR-NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT Rajendranagar Hyderabad 500030 so as to reach before the bid opening date. Exemption of EMD as per rule to be provided to NSIC and MSME Certificate Holders. The tenders without EMD amount or without valid exemption certificate will not be considered.
5.	<u>Eligibility Criteria:</u> a. Filled Annexure - A b. Filled Details as per Annexure-B along with Complete tender document duly sealed and signed c. Undertaking as per Annexure – C on Non Judicial Stamp Paper d. Proof of 2 contracts related to Printing Jobs in Government/Public/Private Sector Undertakings of value Rs 5 lakh or above during the last 2 financial years along with duly filled Annexure-D e. Tender Form as per Annexure – E f. Annual Turnover minimum of Rs.10.00 lakhs/year in last three completed financial years to be provided in format as per Annexure – F duly certified by Chartered Accountant on his letterhead. g. Scanned copy of EMD Document/ Exemption Certificate for same (Whichever is valid) h. Scanned copy of Registration Certificate of Firm/Establishment i. Scanned copy PAN & GSTIN Registration. (all scanned and combined in one pdf) j. The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2017-18, 2018-19, 2019-20)
6.	Rejection of tenders: Tenders not complying with any one of the above conditions, are liable to be rejected. No correspondence in this regard will be entertained.
7.	Rates: Rates should be quoted in the prescribed Financial BOQ in Indian Rupees only. The rates quoted shall be valid for a minimum period of 90 days (3 months) beyond the date of opening of tenders.
8.	Security Deposit: The successful bidder has to furnish an amount of Rs.100000.00(Rupees one lakh only) as Performance Security Deposit which will be refunded / returned only after satisfactory completion of the contractual obligation. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank and on which no interest will be paid.
9.	Contract Period: The contract will be valid for one year, which may be extended for further two years, one year at a time subject to satisfactory completion of work orders.
10.	Delivery Schedule: Unless otherwise specified, the Printing work should be completed and material supplied & delivered within 20 days of receipt of work Order. Part Supply is not allowed.

11.	Financial Bid: The financial bid has to be uploaded on CPPP portal as per the format of BOQ uploaded along with the tender.
12.	Mandatory Condition of Financial Bid quotes: The Rates quoted per unit in BOQ for 501 and above items should be lower than those quoted for 251 to 500 copies which in turn should be lower than rates quoted for first 250 copies.
13.	Selection of L1: L1 will be selected item wise.
14.	Liquidated Damages: In case the supply is not made in the delivery period notified in work order, liquidated damages at the rate of 0.5% of the total value of order / week will be deducted up to a maximum of 10% of the total value of order.
15.	Quality of Work: The final order supplied to the office should be as per the specifications provided in the work order.
16.	If after finalization of the tender, the selected firm expresses its inability to provide the printing job work done at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the Security Deposit amount is liable to be forfeited in total.
17.	Payment of Completed Work: The firm is required to submit the GST Bill in Triplicate along with the supply of completed work order. The bill will be processed for payment only after it has been certified by the concerned incharge stating that the work has been done as per the specifications given in work order and completed in the Delivery Schedule notified in Point 9 above
18.	Taxes / Duties: If taxes, duties, or any other charges over and above the rates quoted are payable by the Academy, actual / percentage of such taxes / duties / charges should be clearly indicated.
19.	Acceptance of tender: Director, ICAR-NAARM reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
20.	Jurisdiction: All disputes including court proceedings shall be settled within the Hyderabad jurisdiction only.
21.	No Exemption to startups has been given as the work is of high value and involves printing of scientific publications.

(Senior Administrative Officer)

SCHEDULE – II

RATES TO BE QUOTED PER COPY

S.no	Details of the Printing Job	No of Such Works (Approx. Annual Requirement)						
A	<table border="1"> <tr> <td>Name of Work</td> <td>ICAR-NAARM Annual Report</td> </tr> <tr> <td>Language</td> <td>English/Hindi</td> </tr> <tr> <td>Pages</td> <td>Up to 200 Pages of Text and 4 Pages of Cover</td> </tr> </table> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Size A4. 2. Multi- color designing and page setting 3. Printing of Inner pages on Indian Art Paper, (130 GSM glass / matt finish) 4. Cover page on Indian Art Card, 300 GSM with lamination, UV spot for 1 & 4 pages with Perfect Binding 	Name of Work	ICAR-NAARM Annual Report	Language	English/Hindi	Pages	Up to 200 Pages of Text and 4 Pages of Cover	2
Name of Work	ICAR-NAARM Annual Report							
Language	English/Hindi							
Pages	Up to 200 Pages of Text and 4 Pages of Cover							
B	<table border="1"> <tr> <td>Name of Work</td> <td>Publications like Strategy paper Policy paper etc</td> </tr> <tr> <td>Language</td> <td>English/Hindi/Telugu</td> </tr> <tr> <td>Pages</td> <td>Up to 72 Pages of Text and 4 Pages of Cover</td> </tr> </table> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Size A4. 2. Multi – color designing and page setting. 3. Printing of Inner pages on Indian Art Paper (170 GSM) glass/matt finish) 4. Cover page on Indian Art Card, 300 GSM with lamination, UV spot for 1 & 4 pages with Binding (center stitching /pinning / perfect Binding) 	Name of Work	Publications like Strategy paper Policy paper etc	Language	English/Hindi/Telugu	Pages	Up to 72 Pages of Text and 4 Pages of Cover	25
Name of Work	Publications like Strategy paper Policy paper etc							
Language	English/Hindi/Telugu							
Pages	Up to 72 Pages of Text and 4 Pages of Cover							
C	<table border="1"> <tr> <td>Name of Work</td> <td>ICAR – NAARM 1/4th Crown size book</td> </tr> <tr> <td>Language</td> <td>English/Hindi/Telugu</td> </tr> <tr> <td>Pages</td> <td>Up to 100 Pages of Text and 4 Pages of Cover</td> </tr> </table> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Size 1/4th Crown. 2. Multi – color designing and page setting. 3. Printing of Inner pages on Indian Art Paper (130 GSM glass/ matt finish) 4. Cover page on Indian Art Card, 300 GSM with lamination, UV spot for 1 & 4 pages with Binding (Center stitching / pinning/ perfect binding) 	Name of Work	ICAR – NAARM 1/4th Crown size book	Language	English/Hindi/Telugu	Pages	Up to 100 Pages of Text and 4 Pages of Cover	10
Name of Work	ICAR – NAARM 1/4th Crown size book							
Language	English/Hindi/Telugu							
Pages	Up to 100 Pages of Text and 4 Pages of Cover							
D	<table border="1"> <tr> <td>Name of Work</td> <td>ICAR – NAARM Newsletter</td> </tr> <tr> <td>Language</td> <td>English/Hindi/Telugu</td> </tr> <tr> <td>Pages</td> <td>Up to 32 Pages of Text</td> </tr> </table> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Size A4 2. Multi – color designing and page setting. 3. Printing of Inner pages on Indian Art Paper (170 GSM glass/ matt finish) with Binding (pinning) 	Name of Work	ICAR – NAARM Newsletter	Language	English/Hindi/Telugu	Pages	Up to 32 Pages of Text	4
Name of Work	ICAR – NAARM Newsletter							
Language	English/Hindi/Telugu							
Pages	Up to 32 Pages of Text							

E	Name of Work	ICAR – NAARM Brochures/Folder in Multicolor	10
	Language	English/Hindi/Telugu	
	Pages	Up to 6 Pages of Text	
	SPECIFICATIONS:		
<ol style="list-style-type: none"> 1. Size 11 ½ x 25.5 – Two Fold 2. Multi – color designing and page setting. 3. Folder on 300 GSM Card on both side printing 4. One side Lamination with UV Spot 			
F	Name of Work	Year Planner/Poster	1
	Language	English/Hindi/Telugu	
	SPECIFICATIONS:		
	<ol style="list-style-type: none"> 1. Size 18" x 23" 2. One Side Printing. 3. 130 GSM Art Paper 4. With Rimming and Center hole with Tag for hanging on wall. 5. 		
G	Name of Work	NAARM 1/4th Crown Size Book	5
	Language	English/Hindi/Telugu	
	Pages	Up to 300 Pages of Text and 4 Pages of Cover	
	SPECIFICATIONS:		
<ol style="list-style-type: none"> 1. Size 1/4th Crown 2. Multi- color designing – page setting 3. Printing of Inner pages on Indian Art Paper (130 GSM glass/ matt finish) 4. Cover page multi-color printing on 210 GSM art card with UV Spot lamination on 1&4 Pages for Hard Case binding. 5. Hard Case Binding with section sewing 			

RATES TO BE QUOTED PER PAGE

S.no	Details of the Printing Job	No of Such Works (Approx. Annual Requirement)						
H	<table border="1" data-bbox="220 517 1141 589"> <tr> <td data-bbox="220 517 438 555">Name of Work</td> <td data-bbox="438 517 1141 555">Digitally Printed Pages</td> </tr> <tr> <td data-bbox="220 555 438 589">Language</td> <td data-bbox="438 555 1141 589">English/Hindi/Telugu</td> </tr> </table> <p data-bbox="220 611 438 645">SPECIFCATIONS:</p> <ol data-bbox="220 685 592 741" style="list-style-type: none"> 1. Size A4 2. Max 250 such pages in one order 	Name of Work	Digitally Printed Pages	Language	English/Hindi/Telugu	25		
Name of Work	Digitally Printed Pages							
Language	English/Hindi/Telugu							
I	<table border="1" data-bbox="220 763 1141 864"> <tr> <td data-bbox="220 763 438 801">Name of Work</td> <td data-bbox="438 763 1141 801">Lamination of Digitally Printed Cover Page</td> </tr> <tr> <td data-bbox="220 801 438 835">Language</td> <td data-bbox="438 801 1141 835">English/Hindi/Telugu</td> </tr> <tr> <td data-bbox="220 835 438 864">Pages</td> <td data-bbox="438 835 1141 864">4</td> </tr> </table> <p data-bbox="220 891 438 925">SPECIFCATIONS:</p> <ol data-bbox="220 965 852 1021" style="list-style-type: none"> 1. Size A4 2. Laminated cover page on 170 GSM paper Gloss/Matt Finish 	Name of Work	Lamination of Digitally Printed Cover Page	Language	English/Hindi/Telugu	Pages	4	50
Name of Work	Lamination of Digitally Printed Cover Page							
Language	English/Hindi/Telugu							
Pages	4							

CHECKLIST (To be uploaded with Technical Bid)

S.No	Document to be uploaded in Technical bid on GEM	Whether Uploaded (Yes/No)
1.	Filled Annexure – A	
2.	Filled Details as per Annexure-B along with Complete tender document duly sealed and signed	
3.	Undertaking as per Annexure – C on Non Judicial Stamp Paper.	
4.	Proof of 2 contracts related to Printing Jobs in Government/Public/Private Sector Undertakings of value Rs 5 lakh or above during the last 2 financial year along with duly filled Annexure-D	
5.	Tender Form as per Annexure – E	
6.	Scanned copy of EMD Document/ Exemption Certificate for same (Whichever is valid)	
7.	Scanned copy of Registration Certificate of Firm/Establishment	
8.	Scanned copy PAN & GSTIN Registration. (all scanned and combined in one pdf)	
9.	The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2017-18, 2018-19, 2019-20)	

COMMERCIAL DETAILS

(To be submitted on Firm's Letter head)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	EMD Details	
7.	Local Office Address in Hyderabad / Secunderabad	

SIGNATURE OF THE BIDDER & STAMP

Date:

Place:

UNDERTAKING

(To be submitted on Rs 50 or Rs 100 Non Judicial Stamp Paper)

I/We have read and understood General Terms and Conditions contained in the ICAR-NAARM's Tender. I/We do hereby declare that all the details provided in this tender bid are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-NAARM, Hyderabad.

I/We do hereby also accept ICAR-NAARM have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NAARM any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NAARM to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/We do hereby also certify that we have all the required expertise in the field for which bids are being invited by ICAR-NAARM.

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

RELEVANT WORK EXPERIENCE DETAILS

(To be submitted on Firm's Letter head)

Sr. No.	Name of the Deptt. Organization where work was done	Period	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Note: While uploading this annexure in CPPP bidder should make sure that work experience certificates are also uploaded along with this in one single pdf

TENDER FORM

(To be printed on company letter head)

Date: _____

To
The Director
ICAR-NAARM, Rajendranagar,
HYDERABAD – 500 030

Ref: Your Tender Notice Advt. No. _____ dated-----.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the rates given in the said schedule and agree to hold this offer for 90 days for acceptance. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to work/supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. _____ Dt. _____ for Rs. _____ (in words) Rupees
_____ only) drawn on (Bank)
_____ is enclosed towards Earnest Money Deposit

4. Relevant NSIC/MSME Certificate enclosed

Yours faithfully,

Signature: _____

Name: _____

Address: _____

(Company's seal)

TO WHOM IT MAY CONCERN

I have personally gone through the accounts of the following:

M/S _____

Address _____

Below is the turnover of the firm for last 3 completed Financial Years:

Financial Year	Turnover in Rupees
2019-20	
2020-21	
2021-22	

NAME, SIGNATURE AND SEAL OF CHARTERED
ACCOUNTANT

- To be uploaded online in technical bids.
- The same should be filled on letter head of the Chartered Accountant.

PRICE BID

(Sample of BOQ)

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER *	TEXT *	TEXT *	NUMBER *	TEXT *	NUMBER *	NUMBER	NUMBER	NUMBER
Sl. No.	Printing Work Description	Item Code / Make	Quantity	Units	Rate per Unit for first 250 copies or 250 pages (** pages for item 8 and item 9)	Rate per Unit for 251 to 500 copies or pages (** pages for item 8 and item 9)	Rate per Unit for 501 and above copies or pages (** pages for item 8 and item 9)	GST percentage on amount quoted in Column 13,14,15 (In %)
1	2	3	4	5	13	14	15	17
1	RATES IN COLUMN to be filled per copy as per the number of final units(copies)							
2	ICAR-NAARM Annual Report as per S.no A in Schedule-III of tender document	item 1	1	ONE COMPLETE COPY AS PER WORK DESCRIPTION				
3	Publications like Strategy paper Policy paper etc as per S.no B in Schedule-III of tender document	item 2	1	ONE COMPLETE COPY AS PER WORK DESCRIPTION				
4	ICAR - NAARM 1/4th Crown size book as per S.no C in Schedule-III of tender document	item 3	1	ONE COMPLETE COPY AS PER WORK DESCRIPTION				
5	ICAR - NAARM Newsletter as per S.no D in Schedule-III of tender document	item 4	1	ONE COMPLETE COPY AS PER WORK DESCRIPTION				
6	ICAR - NAARM Brochures/Folder in Multicolor as per S.no E in Schedule-III of tender document	item 5	1	ONE COMPLETE COPY AS PER WORK DESCRIPTION				
7	Year Planner/Poster as per S.no F in Schedule-III of tender document	item 6	1	ONE COMPLETE COPY AS PER WORK DESCRIPTION				
8	NAARM 1/4th Crown Size Book as per S.no G in Schedule-III of tender document	item 7	1	ONE COMPLETE COPY AS PER WORK DESCRIPTION				
9	RATES IN COLUMN to be filled per copy as per the number of final units(page)							
10	Digitally Printed Pages as per S.no H in Schedule-III of tender document	item 8	1	ONE COMPLETE PAGE AS PER WORK DESCRIPTION				
11	Lamination of Digitally Printed Cover Page as per S.no I in Schedule-III of tender document	item 9	1	ONE COMPLETE PAGE AS PER WORK DESCRIPTION				