

ICAR-INDIAN INSTITUTE OF SUGARCANE RESEARCH
(INDIAN CONUNCIL OF AGRICULTURAL RESEARCH)
REA-BARELI ROAD, POST DILKUSHA, LUCKNOW-226002 (U.P.)
Phone: 0522- & Fax No. 2480738

11-10/2002-Adm.III (Vol.IV)

Dated :- April 27 , 2017

TENDER NOTICE

Sealed tenders are invited on behalf of Director, IISR, Lucknow from the reputed Publisher for entering into Annual Rate Contract for Printing & Publication work of this Institute for research purpose.

The tender documents along-with terms and conditions and other details are available at the Institute website www.iisr.nic.in from where it may be downloaded. The tender documents will not be sent by post or issued by hand.


Asstt. Administrative Officer
& I/c Adm.III Section

Title of the Printing Jobs: Part A) IISR High Quality Publications by Multicolor Printing Process (CPC/CTP)

Part B) IISR Short Run Printing Jobs/B&W Jobs by digital/offset printing process

Part A) IISR High Quality Publications by Multicolor Printing Process (CPC/CTP)

No.	Items of Printing Jobs	Size of documents/size of the sheets			
		5.5"x8.5" " (23 X 36/16 or 25 X 36/16)	7.25"x9.5" (20 X 30/8)	6"x9.5" (20 X 30/16)	8.5 X 11.6" (A 4) (25 x 36/8)
1.	Per page DTP Composing text/tables/graphs/photos (typesetting & page making in English/Hindi)				
A)	For 4 colour printing				
B)	For Black & White				
2.	Planning, plate making & printing charges (4 pages set or part thereof)				
A)	For Black & White printing				
i.	For 100 copies				
ii.	For 200 copies				
iii.	For 300 copies				
iv.	For 400 copies				
v.	For 500 copies				
B)	For Four colour printing				
a.	CPC Process				
i.	For 100 copies				
ii.	For 200 copies				
iii.	For 300 copies				
iv.	For 400 copies				
v.	For 500 copies & above				
b.	CPT Process				
i.	For 100 copies				
ii.	For 200 copies				
iii.	For 300 copies				
iv.	For 400 copies				
v.	For 500 copies & above				
3	Paper cost (Per sheet of size given)	23/25 X 36	20 X 30	17 x 27	22x28
A.	Imported Art Paper				
a)	90 GSM				
b)	100 GSM				
c)	110 GSM				
d)	130 GSM				
e)	150 GSM				
f)	170 GSM				
B.	Cynar mass/China				
a)	90 GSM				
b)	100 GSM				
C.	Mat Finish				
a)	100 GSM				
b)	130 GSM				
c)	150 GSM				
d)	170 GSM				

D.	Plain Gloss				
a)	100 GSM				
b)	130 GSM				
c)	150 GSM				
d)	170 GSM				
4.	Paper cost for Cover (Per sheet of size given)				
a)	Cynarnass/China art				
	210 GSM				
	250/255 GSM				
	300 GSM				
B	Imported Art card				
	210 GSM				
	250/255 GSM				
	300 GSM				
c)	Magno star/yogo				
	210 GSM				
	250/255 GSM				
	300 GSM				
d)	Colored card sheet				
	210 GSM				
	250/255 GSM				
	300 GSM				
5.	Binding (Per publication)				
(A)	Wire stitching (Staple)				
i)	Up to 20 pages				
ii)	More than 20 pages				
B)	Thread binding				
i)	Up to 100 pages				
ii)	Up to 150 pages				
iii)	More than 200 pages				
C)	Hard bound books (with jacket)				
i)	Up to 100 pages				
ii)	Up to 200 pages				
iii)	Upto 300 pages				
iv)	More than 300 pages				
D)	Perfect binding per publication				
i)	50 pages				
ii)	100 pages				
iii)	150 pages				
iv)	200 pages				
v)	250 pages				
6.	Cover lamination charges				
7.	Embossing/UV coating per sq. inch				
8.	Printing of complete documents (On the basis of rates quoted in Sl. No. 1 to 7)				

Item A.	Per copy price of a 100 page publication document having tables/graphs/charts and digital photographs including composing, designing, plate making, printing, perfect binding, lamination of cover page with UV treatment, cover design and cost of paper (Art paper- 130 GSM) and cover page Art paper - 300 GSM	5.5"x8.5" " (23 X 36/16 or 25 X 36/16)	7.25"x9.5" (20 X 30/8)	6"x9.5" (20 X 30/16)	8.5 X 11.6" (A 4) (25 x 36/8)
a)	Four colour				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				
b)	Black & White				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				
c)	Cost of additional printed 4 pages in above document (Rate / 4 pages)				
	• Four colour				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				
	• Black & White				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				

Item B.	Per copy price of a Bulletin (50 pages) having tables/graphs/charts and digital photographs including composing, designing, plate making, printing, binding, lamination of the cover and cost of paper (Art paper-130 GSM)	5.5"x8.5" " (23 X 36/16 or 25 X 36/16)	7.25"x9.5" (20 X 30/8)	6"x9.5" (20 X 30/16)	8.5 X 11.6" (A 4) (25 x 36/8)
a)	Four colour				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				
b)	Black & White				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				
c)	Cost of additional 4 printed pages in above document (Rate / 4 pages)				
	• Four colour				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				
	• Black & White				
i)	For 100 copies				
ii)	For 200 copies				
iii)	For 300 copies				
iv)	For 400 copies				
v)	For 500 copies				
vi)	For 1000 copies				
Item C.	Per copy price of a Newsletter (up to 12 pages) having tables/graphs and digital photographs including composing, designing, plate making, printing, binding and cost of paper (Art paper-130 GSM)	5.5"x8.5" " (23 X 36/16 or 25 X 36/16)	7.25"x9.5" (20 X 30/8)	6"x9.5" (20 X 30/16)	8.5 X 11.6" (A 4) (25 x 36/8)
a.	For four colour				
i)	For 200 copies				
ii)	For 500 copies				
iii)	For 1000 copies				
b.	For Black & White				
i)	For 200 copies				
ii)	For 500 copies				
iii)	For 1000 copies				

e)	Cost of additional printed 4 pages in above document (Rate / 4 pages)				
	• Four colour				
i)	For 200 copies				
ii)	For 500 copies				
iii)	For 1000 copies				
	• Black & White				
i)	For 200 copies				
ii)	For 500 copies				
iii)	For 1000 copies				
Item D.	Per copy price of a Pamphlet (4 pages) having tables/graphs/charts and digital photographs including composing, designing, plate making, printing, binding and cost of paper (Art paper- 110 GSM)	5.5"x8.5" (23 X 36/16 or 25 X 36/16)	7.25"x9.5" (20 X 30/8)	6"x9.5" (20 X 30/16)	8.5 X 11.6" (A 4) (25 x 36/8)
	Colour				
i)	For 200 copies				
ii)	For 500 copies				
iii)	For 1000 copies				
	Black & White				
iv)	For 200 copies				
v)	For 500 copies				
vi)	For 1000 copies				

Part (B) Other Printing Jobs

Sl. No.	Job Specification with order quantity	Minimum order quantity	Rate per unit (Rs.)
1	Envelope (9"x 4") yellow colour on 130 GSM Art paper with address and Logo of the Institute printed on it.	1000	
2	Envelope (10"x 12") yellow colour inside laminated on 130 GSM Art paper with address and Logo of the Institute printed on it.	1000	
3	Envelope (10"x 12") yellow colour inside cloth lined on 130 GSM Art paper with address and Logo of the Institute printed on it.	500	
4	Envelope (9"x 4") White colour on 130 GSM Art paper with address and Logo of the Institute printed on it.	5000	
5	Printed file covers on 400 GSM with cloth patti (2") and ilet having Institute address and logo of the Institute .	1000	
6	Printing of Certificates Certificates (9"x 12") four colour with names 210/250/300 GSM/Matt Finish paper.	25	
7	Certificates (9"x 12") four colour without names 210/250/300 GSM/Matt Finish paper.	25	
8	Normal Flex Banner/Poster (Per square ft.)	One	
9	Jindal Media Banner/Poster (Per square ft.)	One	
10	Star Media Flex Banner/Poster (Per square ft.)	One	
11	Vinyl Banner (Per square ft.)	One	
12	Eco slovent Banner/Poster (Per square ft.)	One	

Part-C : Identity Card

Sl. No.	Job Specification with order quantity	Rate per unit (Rs.)
1	ID Card printing (5.5 x 8.5 cm) (As per Pan Card standard)	

Note:-

1. Rate will be compared for part A, B, and C separately. The lowest in each category will be awarded the work.
2. EMD for Part A, B, and C will be Rs. 15,000/-, Rs. 5,000/- and Rs. 500/- respectively.

Terms & Conditions covering the Printing work of IISR, Lucknow

- 1- Composing , type setting and page making of the matter should be done by the printing firm at Institute premises within the office hours.
- 2- Laptop and the requisite software has to be arranged by the firm.
- 3- The above rates shall be applicable for a period of one year from the date of issue of the letter for printing.
- 4- Dully typed quotation without corrections and overwriting of rates should be submitted. The rates should be quoted strictly as per column of quotation letter. Filling of all the entries is mandatory. If any entry is left unquoted, it would be assumed that such facility is not available with the printing firm and tender may be rejected.
- 5- Tender may be awarded item wise to lowest quote. However, the Institute is not bound to accept the lowest quotation or its any part on technical/competence grounds.
- 6- Press quality declaration certificate must be enclosed. Printer must be of "A" type category printer.
- 7- Samples of all the above mentioned paper may be enclosed with the quotation. In case, samples are not enclosed, quotation not be considered.
- 8- The printer shall print and deliver the work in the clear and legible type form and style in a good work man like manner within the limits of time as the IISR may deem reasonable and specify in such quantity or quantities as may vary from time to time as ordered by IISR.
- 9- The printer must initiate printing after approval of the final proof by the competent authority or his nominee. Proofs may be approved by visiting on any working day/by sending the same personally and by e-mail. Responsibilities of checking & passing the proof shall rest with the printer. It shall be advisable, therefore, for the printer to give the matter a final reading when the printing job is in the machine so as to avoid any misprint/error. Any remuneration on account of this proof reading or extra care however, will not be admissible.
- 10- The printer shall arrange for block and plates, if any included in the work entrusted to them.
- 11- The printed copies shall be supplied by the printer to the IISR duly tied up in to suitable size bundles of equal number. Delivery shall be made in good condition.
- 12- The printer shall, however, if called upon to do so, give the full information with regard to work in hand shall also permit the officers deputed by the IISR to inspect the printers premises at reasonable time, shall give all assistance and information as may be required in connection with the work.
- 13- If any item of work/operation not provided for, are required to be performed by the printer, rates to be paid, therefore, shall be determined by the IISR.
- 14- The printer shall take every care to see that the work/any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. All proofs and trials and spare copies shall be destroyed by burning in the presence of responsible person of the press. The printer shall send a certificate to this effect to IISR after completion of the work.
- 15- The printer shall not assign/subject the work or any part of the work without prior permission in writing from the IISR. IISR shall be at liberty in this discretion to refuse such request of the printer.
- 16- Paper and material – All papers and binding materials necessary for the work shall be arranged by the printer as per specification decided by the IISR.
- 17- In case of deficiency of service / printing appropriate penalty will be imposed by Director, IISR, Lucknow.

- 18- After the work has been completed, the bill for the work in triplicate, prepared on the basis of accepted rates shall be submitted by the printer to the IISR, Lucknow together with
 - (i) Receipt /delivery voucher indicating that the material / delivery has been made is requisite quantity and in satisfactory condition.
 - (ii) Specification of the work done
 - (iii) A soft copy in suitable programme including used fonts, add in PDF format of the publication must also be supplied along with the printed copies
 - (iv) A verification voucher highlighting that all blocks (illustration) photographs, slides manuscripts etc., which have been supplied by the office to the printer have been returned to the office after completion of the work.
- 19- A sum not exceeding of 2% of the composing, page making and block making charges/printing and binding charges shall be deducted by the office from the amount in the printer for every week delay or part in complying with the date of delivery of proofs/fairs copies, receptively. In case of deficiency of any service/ printing job appropriate penalty will be imposed by the Director, IISR Lucknow. IISR shall have the power to determine the scale of deduction in such cases under this clause and decision shall be final.
- 20- In the event of the printer having adjudged in solvent or having received order or other order under the insolvency act and in the case of a company of the passing any resolution or making of any of the condition mentioned herein specified, IISR shall have the power to cancel the work without prior notice.
- 21- In the event of the lock out/closure of press or any circumstances, the office reserves the right to withdraw the job, without any obligation of payments of reimbursing, expenditure in respect of the work done and also to withdraw manuscript, photographs illustration, paper and other material supplied.
- 22- Samples of kind of publications can be seen in the IISR store/Library on any of the working days.
- 23- **The successful; bidder would be required to deposit Rs.50,000/- only in form of FDR/TDR as security deposit which will be refunded at the end of the contract in full without interest. If the firm do not complete any of the assigned works in stipulated periods, the security money will be forfeited.**
- 24- The sealed quotations superscribed as the "QUOTATION FOR PRINTING WORK" should reach this office by the registered post/speed post/personally latest by dt...29-05-2017
- 25- All the printing work has to be done in a time bound period after placing the order.
- 26- The rate quoted should be FOR, ICAR-IISR, Lucknow. These rates quoted must be inclusive of all taxex/octroi and other such charges, if any.
- 27- Once the rates of press are accepted, request for may increase in this will not be entertained during the period.
- 28- Previous experience of doing Printing work for Govt. Deptt/Successful publication of scientific/Research Books shall be on added advantage. The firms should enclose such letters/works orders in support of this claim if any.
- 29- Failure on quotationer's part to observe the prescribed procedure and any attempt to converse for work will lead to rejection of quotation.
- 30- The Institute is not bound to accept of the lowest quotation or any quotation or to assign any reason for rejection of any or all the quotations. The Institute also reserves the right of rejecting the whole or any part of the quotation without assigning any reason. The decision of the Institute shall be final and binding.
- 31- The printing work may be terminated at any stage of the work at the discretion of the Institute without assigning any reason thereof and the payment shall the made for satisfactory work only. The decision of the Director, ICAR-IISR, Lucknow shall be final in all cases.

- 32- The printing work has to be done on credit and bill basis.
- 33- No conditional quotation will be accepted.
- 34- The work has to be carried out as per design and specifications.
- 35- TDS/Sale Tax will be deducted from the bill as per Rule.

Signature

Name of the Printer

Complete Postal Address.....

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Dated: April 27, 2017

SCHEDULE OF TENDER

1	Venue for opening of tender	Director's conference hall
2	Date & time of receipt of Tender	On May 29, 2017 to 1.00 p.m. the tender box is available in purchase section of the Institute.
3	Date & time of Opening of Tender	On May 29, 2017 to 3.00 p.m. in presence of tenderers or their representative.
4	Tender document cost	Rs.1000/- (non-refundable) in form of D.D./Bankers cheque of nationalized bank in favour of ICAR Unit-IISR, Lucknow.
5	E.M.D.	For part A-Rs. 15000/- For part B- Rs. 5000/- For part C- Rs. 500/-

Note :- Tender cost must be attached with the tender form, failing which, the same will not be considered and shall be rejected out-rightly.


Asstt. Administrative Officer
& I/c Adm.III Section