



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मन्त्रालय के अधीन गठित स्वशासी निगम)
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
नं. ६१-६५, इन्स्टिट्यूशनल एरिया, सम्मुख 'डी' ब्लॉक, जनकपुरी, नई दिल्ली-११००५८

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

(An autonomous organisation under Ministry of Health & Family Welfare, Govt. of India)
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
No.61-65, Institutional Area, Opp.'D' Block, Janakpuri, New Delhi-110058

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TENDER APPLICATION FORM

(To be submitted along with the Technical Bid)

Tender notice uploaded on 19/06/2014 on website of CCRAS www.ccras.nic.in.

Sub:- Publication of two volumes of CCRAS's Journal (I) JRAS, Vol-XXXIII No. 1 to 4 (Jan – Dec, 2012) (II) JRAS, Vol-XXXIV No. 1 to 4 (Jan – Dec, 2013) regarding.

To be filled up by the participating Tenderer

1. Name of Agency firm :
2. Status (Individual/Firm/Company etc) :
3. Address with location and landmark :
4. Address (Residence) :
5. Telephone Nos. a) Office :
b) Residence :
c) Mobile :
6. I.T. Pan/Ward/Circle/Place :
7. Trade Licence No. :
8. Copy of last IT return including P&L A/c and Balance sheet :
9. Experience Certificate/Performance Certificate or other documentary Evidence of performing service issued By the concerned Department/Institutions :
10. Details of Earnest Money (Refundable) :
DD/PO No. _____ Amount 5,000/- Date _____ Bank _____
Encl: Copy of relevant documents as stated in the tender document.

[Signature of the participating tenderer]

NOTICE INVITING TENDER

Sub:- Quotation for printing of two volumes of CCRAS's Journal (I) JRAS, Vol-XXXIII No. 1 to 4 (Jan – Dec, 2012) (II) JRAS Vol-XXXIV No. 1 to 4 (Jan – Dec, 2013) regarding.

The CCRAS intends to award contract for printing and designing of above mentioned documents. The interested agencies/firms engaged in printing are requested to send their quotation alongwith earnest money deposit of Rs. 5,000/- only by Bank draft/Pay order payable to D.G, CCRAS, New Delhi. The quotation envelop must be superscribed quotation for printing of two Journals (I) JRAS, Vol-XXXIII No. 1 to 4 (Jan – Dec, 2012) (II) JRAS, Vol-XXXIV No. 1 to 4 (Jan – Dec, 2013) JRAS. The quotation in sealed envelope should reach Admn. Officer, CCRAS - 61-65 Institutional Area Opp. D Block Janakpuri Puri, New Delhi – 110058 on or before 8-7-2014 latest by 1.00 pm and the technical bid will be opened on the same day at 3.00 pm.

2. The specifications of work to be done are as under:-

- | | | |
|--------------------|---|--|
| A. Size | - | 7"X 9.5" |
| B. Paper | - | 130 GSM art paper |
| C. Cover | - | 250 GSM art card |
| D. Quantity | - | 500 copies |
| E. Binding | - | Perfect for Volume |
| | - | Centre stepling of Reprints |
| F. No. of Reprints | - | 50 Reprints of each article (Total article – 8 in each volume) |
| G. No. of Pages | - | 100-125 Approx. |
| H. Colour | - | Coverpage - 4 colour |
| | - | Inside paper - Single Colour |
| I. Proof | - | 2 Proof for each volume |

3. The composing, page making/editing will have to be done by the firm. The proof reading and layout also will have to be done by the firm.

4. a) Samples 250 GSM Art Card for cover and for inside pages 130 GSM art paper should be enclosed with the quotation. No quotation will be considered if it is without the samples required.

b) Cover design for each volume of Journals along with inside 4 (four) pages style (design) have also to be submitted with quotation mandatory for technical evaluation. No quotation will be considered if it is without cover designs with inside 4 (four) pages design/layout.

5. Bids

5.1 Technical Bids:-

This bid shall contain the following documents:-

- (i) The firm must be having the Annual Turnover of **atleast 60 lacs in each Financial Year for the last three years.**
- (ii) The firm also has to enclose the copies of the Income Tax Returns Certificate alongwith copies of the Audited Final Accounts of the last three Financial Years to establish the clause (i) above.
- (iii) **An EMD of Rs. 5,000/-** only by Bank Draft/Pay Order payable to DG, CCRAS, New Delhi.
- (iv) A detailed profile of the firm.
- (v) The list of Central Govt. Ministries/Deptt./other Govt. Offices/UN bodies/International agencies/corporate clients (copies of award of contract may also be enclosed) for whom the printing work has been executed within last three years by the firm.
- (vi) A copy of the registration of the firm for paying the service tax i.e Certificate indicating TIN No.
- (vii) PAN No. of the Firm (copy of PAN card).
- (viii) The undertaking to the effect that the firm has not been black-listed by any of the Govt. Offices.
- (ix) Samples of paper should be enclosed with the quotation duly labeled and signed/stamped by authorized signatory of the firm. No quotation will be considered, if it is submitted without required samples. The firm would also enclose the past samples (Printed Publicaitons of the Printing Press Mandatory).
- (x) The above documents must be kept in sealed cover super scribed as Technical Bid for printing of JRAS.
- (xi) If the above stated each and every required document is not found to be enclosed with the Technical Bid of the firm in such a case the bid will be rejected.
- (xii) The technical bids only shall be opened for evaluation. Based on the technical evaluation the financial bids of those found suitable, as per requirements of the CCRAS shall be opened.
- (xiii) All the pages of tender document must be signed by the Bidder.

5.2 Financial Bid:-


- (i) Bid shall indicate the price offer being made by the firm. The rates for printing binding and lamination must be included in total. Rates once quoted should be final and be quoted in Indian Rupees only. The rates shall be valid for one year.
- (ii) Payment will be made within a reasonable time period preferably fifteen days to one month from the date of delivery of the Publication and only after satisfactory supply of copies.

- (iii) The financial bid should be in a separate sealed cover and superscribed as Financial Bid.
- (iv) Rate mentioned in quotation should be inclusive of all charges, incidental charges, miscellaneous charges, taxes etc.
- (v) The increase/decrease in no. of pages will be commensurate to the amount/pages of the awarded work.
- (vi) It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the currency of Annual Contract.
- (vii) Both the separate sealed cover containing the Technical bid and Financial bids should be thereafter kept in another bigger sealed cover superscribed as "Quotation for printing of JRAS of CCRAS".

Terms and Conditions:-

- (i) Arrangements will have to be made by the successful bidder for the collection of material etc. from the CCRAS. The material after duly edited should be printed and delivered in this office at the cost of the printer. Final proof will be seen at the CCRAS before final printing is undertaken. It will be the responsibility of the firm to supply the printed copies in this office with proper packing, containing each packet 100 booklets, for preservation from dust and water at the cost of the printer.
- (ii) In case of delay or bad quality of printing etc. it will be the discretion of CCRAS to accept the copies with penalty as may be considered appropriate or reject the supplies without assigning any reason whatsoever or cancel the contract without any liability. The discretion of the CCRAS in this regard shall be final and binding.
- (iii) The successful bidder will have to provide at least 5 nos. of alternative cover design for selection of final one for printing. The successful bidder will be required to visit the CCRAS as and when required relating to the said printing work.
- (iv) 100% payment will be made within 30 days from the date of delivery of the articles; subject to fulfilling all other terms and conditions.
- (v) The copies ordered, complete in all shape shall have to be supplied within five days after approval of final proof. However, the entire process of printing and supply has to be completed within 3 days of handing over of initial material.
- (vi) The bidders should quote base price and VAT separately. The VAT shall be quoted in accordance with the Delhi VAT manual. The base price should be inclusive of cartages etc. The CCRAS will deduct TDS u/s 194c of the IT Act, 1961.
- (vii) It will also be the discretion of the CCRAS to entrust the aforesaid entire printing job to one firm or stagger it and award it to different firms. Decision taken in this regard by the CCRAS shall be final and binding on the bidding firm.

- (5)
- (viii) Quotations received unsealed without EMD, and after the due date will not be entertained under any circumstances.
- (ix) The EMD Bid unsuccessful bidder will be refunded within 30 days of award of the contract. Bid security (EMD) of the successful bidder however will be refunded on receipt of performance security.
- (x) The performance security – the successful bidder have to deposit Rs. 10,000/- as the performance security in the form of Account Payee DD/FDR in the name of DG CCRAS payable at New Delhi from a Commercial bank/Bank Gaurantee from a commercial bank . The performance security remains valid for the period of 60 days beyond the date of completion of the contract. Performance security will be forfeited in the event of non completion of the work by the successful bidder by the stipulated date and time in accordance with other terms and conditions of the contract.
- (xi) The documents attached with the quotation are sacrosanct for considering any offer as a complete offer. It is therefore important that all documents duly completed and signed are attached failing which the quotation is liable to be treated as incomplete, ignored and rejected.
- (xii) The bidders should furnish a copy of valid TIN No. Certificate alongwith the quotation.
- (xiii) The CCRAS reserves the right to accept or reject any/all quotation without assigning any reason.
- (xiv) In case of non-compliance of the terms and conditions of the CCRAS the EMD amount deposited with the bid will be forfeited and the decision of the CCRAS will be final in this regard.
- (xv) If the printed material is not supplied by the stipulated date a damage @ 2% per day be deducted from the Bill.
- (xvi) For further clarification if any, may contact **Publication Section tel 011-28523597** Room No. 104 of CCRAS (Hqrs).
- (xvii) Complete material in CD is to be provided to CCRAS alongwith the bill.


19.6.2014
(H.O. Kaushik)
Ad.O (Admn)

(6)

TECHNICAL BID

Annexure-I

S. No.	Particulars of requirements	Whether enclosed or not	Remarks, if any
1.	Turnover of the firm for the last three Financial Years (Attach Copies of Income Tax Returns alongwith copies of Final Accounts for the last three Financial Years).		
2.	EMD		
3.	Detailed profile of the firm		
4.	List of Clients (copies of award of contract)		
5.	Registration of Firm and TIN No.		
6.	PAN No.		
7.	Undertaking in r/o not being blacklisted		
8.	Sample of paper as mentioned in Technical Bid		
9.	Samples of Cover Design		

**SIGNATURE AND SEAL OF
THE AUTHORIZED
SIGNATORY**

Annexure - II

FINANCIAL – BID

"QUOTATION FOR PRINTING OF JRAS IN ENGLISH"

Sl. No.	Particulars of requirements	Rates quoted, excluding VAT
1.	Rate per page printing (including typesetting, scanning, planning & plate making) for 500 copies	Single Colour Rs..... Per Page
2.	Cost of Text paper per leaf for 500 copies	130 GSM Art Paper (sinarmass) Rs..... Per Leaf
3.	Cost of cover (including typesetting, scanning, designing, plate making & printing + Lamination & Binding) for 500 copies	Perfect Binding- Rs..... Per Copy
4.	Cost of Subscription Form for 500 copies including single colour printing on 170 GSM Sinarmass Paper	Rs..... Per Form
REPRINTS: The articles which will be printed in the Journal are to be reprinted individuals.		
5.	Rate per page printing (including typesetting, scanning, planning, plate making etc.)	Single Colour Rs..... Per Page
6.	Cost of Text paper per leaf for 50 copies	130 GSM Art Paper (sinarmass) Rs..... Per Leaf
7.	Binding	Centre Stapling - Rs..... Per Copy

SIGNATURE AND SEAL OF THE AUTHORIZED SIGNATORY