



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मन्त्रालय के अधीन गठित स्वशासी निकाय)
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
नं. ६१-६५, इंस्टिट्यूशनल 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

Gram : "AYUSH"

Fax : 28520748

EPBX

28525852, 28520501

28522524, 28525831

28525862, 28525883

28525897

F. No. 32-6/2014-CCRAS/Admn/CTD

Dated 26.8.2014

NOTICE INVITING TENDER

Sub:- Quotation for printing of CTD monograph at CCRAS (Hqrs) -reg.

The CCRAS intends to award contract for printing and designing of above mentioned document. The interested agencies/firms engaged in printing are requested to send their sealed quotations alongwith EMD of Rs. 5,000/- only by Bank draft/Pay order in favour of D.G.,CCRAS payable at New Delhi. The quotation envelop must be superscribed quotation for printing of CTD monograph at CCRAS (Hqrs). The quotation in sealed envelope should reach the Admn. Officer, CCRAS – 61-65, Institutional Area Opp. 'D' Block Janakpuri Puri, New Delhi – 110058 on or before 16-9-2014 by 5.00 PM and the technical bid will be opened on 17-9-2014 at the 11.00 AM.

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

Text	:	4 Colour
Paper	:	130 GSM (Matt Finish)
Binding	:	Hard Binding with Jacket
Quantity	:	1000 copies
Size	:	6.5"x 9.5"
Page	:	Approx. 350-400

2. The data is already composed and designing is to be done by firm/agency. The proof reading will be done by CCRAS.

3. Technical Bids:-

3.1 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 in favour of D.G., CCRAS payable at New Delhi.

(iv) 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 3 years by the firm.

- (v) A copy of the registration of the firm for paying the service tax i.e Certificate indicating TIN No. & PAN No. of the Firm.
- (vi) The undertaking to the effect that the firm has not been black listed by any of the Govt. Offices.
- (vii) Samples of paper should be enclosed with the quotation duly labeled and signed/stamped by authorized signatory of the firm.
- (viii) No quotation will be considered, if it is submitted without required samples. The firm would also enclose the past samples (Printed Publications etc.).
- (ix) The above documents must be kept in sealed cover superscribed as Technical Bid for printing of CTD monographs.
- (x) If the above stated documents are not found to be enclosed with the Technical Bid of the firm in such a case the bid will be rejected.
- (xi) The technical bids shall only be opened for evaluation. The financial bids of those firms/agencies who are found technically qualified will be opened.
- (xii) All the pages of tender document must be signed by the Bidder.

3.2 Financial Bid:-

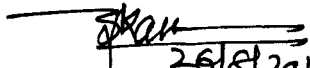
- (i) Bid shall indicate the price offer being made by the firm. The rates for printing binding and lamination must be included in total. Rates once quoted should be final and be quoted in Indian Rupees only. The rates shall be valid for one year.
- (ii) Payment will be made on receipt of bill within 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) 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 number 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 bid should be kept in another bigger sealed cover superscribed as "Quotation for printing of CTD monographs".

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 of 50 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) The copies ordered, complete in all shape shall have to be supplied within seven days after approval of final proof. However, the entire process of printing and supply has to be completed within five days of handing over of initial material.
- (v) 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.
- (vi) 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.
- (vii) Quotations received unsealed without EMD, and after the due date and time will not be entertained under any circumstances.
- (viii) Bid security (EMD) of unsuccessful bidders 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.
- (ix) Performance security-Successful bidder have to deposit Rs. 25,000/- as performance security in the form of D.D/Pay Order in favour of D.G., CCRAS payable at New Delhi from a nationalized bank. Performance security should remain valid for the period of 60 days beyond the date of completion of contract.
- (x) The EMD of the successful firm will be kept as security in the CCRAS till deposit of performance security. EMD will be forfeited in the event of non-completion of work by the successful bidder by the stipulated date time and 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 CCRAS reserves the right to accept or reject any/all quotation without assigning any reason.
- (xiii) 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.
- (xiv) If the printed material is not supplied by the stipulated date a damage @ 2% per day be deducted from the Bill.
- (xv) For further clarification if any, may contact CCRAS (Hqrs).
- (xv) Complete material in CD is to be provided to CCRAS alongwith the printed material.


(H.O. Kaushik) 26/01/2014 .
Administrative Officer (Admn)

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.	List of Clients (copies of award of contract)		
4.	Registration of Firm and TIN and PAN Nos.		
5.	Undertaking for not being blacklisted by Govt. Deptt.		
6.	Sample of paper as mentioned in Technical Bid		
7.	Samples of Cover Design		

**SIGNATURE AND SEAL OF
THE AUTHORIZED
SIGNATORY**

FINANCIAL – BID

“QUOTATION FOR PRINTING CTD MONOGRAPHS”.

S. No.	Particulars of requirements Printing of CTD Monographs Size 6.5”x 9.5”	Rates quoted	Remarks, if any
1.	Paper Cost (130 GSM Matt finish) + Printing in 4 Colour for text	Per 4 Pages	
2.	Hard binding with jacket for 1000 copies		
	Taxes if any		
	Total		

**SIGNATURE AND SEAL OF
THE AUTHORIZED SIGNATORY**