



# केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

(मानव स्वास्थ्य एवं परिवार कल्याण मन्त्रालय के अधीन गठित स्वायत्त संस्थान)  
जवाहर लाल नेहरू आयुर्वेद विद्यालय एवं शोधोपयोगी अनुसंधान भवन  
स. 61-65, संस्थान क्षेत्र, पार्क, समूह 'डी' ब्लाक, जानकपुरी, नई दिल्ली 110058

## CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

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

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F. No. 7-1/2014-CCRAS/Pub/Tech

Dated: 9-12-2014

### NOTICE INVITING TENDER

#### Sub:- Quotation for supply of printed AYUSH Wall Calendar 2015 – reg.

CCRAS, New Delhi intends to award contract for supply of printed AYUSH Wall Calendar 2015. The interested agencies/firms engaged in printing and supply of wall Calendars are requested to send their sealed quotations alongwith EMD of Rs. 25,000/- only by Bank draft/Pay order in favour of D.G., CCRAS payable at New Delhi. The quotation envelop must be superscribed Quotation for supply of printed AYUSH Wall Calendar 2015. 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 15-12-2014 by 1.00 PM and will be opened on same day at 2.00 PM in Committee Room No. 223, CCRAS-61-65, Institutional Area, Opp. 'D' Block, Janakpuri Puri, New Delhi-110058.

#### 1. The specifications for AYUSH Wall Calenders,2015 are as under:-

|                   |  |
|-------------------|--|
| Paper Quality :   | 225 GSM Sinarmass Art Paper  |
| No. of Pages :    | 7 Sheets   |
| Size :            | 17"x 22"   |
| Colour :          | 4 colour printing on both sides  |
| Quantity :        | 16000 Nos.   |
| Binding :         | Wiro binding from 17"side  |
| Inside Printing : | Four Colour  |
| No. of Copies :   | Sixteen thousand copies.   |
| Finishing :       | Burnish finished   |
| Packing :         | Packets, containing 50 calendars each have to be delivered by the printer at CCRAS (Hqrs) New Delhi. |
| Languages :       | Bi-lingual (Hindi, Sanskrit and English)   |

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 during 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 last three Financial Years to establish the clause (i) above.
- (iii) An EMD of Rs. 25,000/- 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 such 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 labelled 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 printed supply of wall calendar, 2015.
- (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 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.

Other 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 copies, 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 quantity of Wall Calendars can be increased or decreased by the CCRAS. The discretion of the CCRAS in this regard shall be final and binding.
- (iii) 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.
- (iv) 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.
- (v) Quotations received unsealed and without EMD, and after the due date and time will not be entertained under any circumstances.



- (vi) 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.
- (vii) Performance Security-Successful bidder have to deposit Rs. 30,000/- 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.
- (viii) 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.
- (ix) 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.
- (x) The CCRAS reserves the right to accept or reject any/all quotation without assigning any reason.
- (xi) 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.
- (xii) If the printed material is not supplied by the stipulated date damage @ 2% per day will be deducted from the Bill.
- (xiii) For further clarification if any, may contact CCRAS (Hqrs) New Delhi.
- (xiv) Complete material in CD is to be provided to CCRAS alongwith the printed material.

**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 full delivery.
- (iii) Financial bid should be in separate sealed cover & superscribed as Financial Bid.
- (iv) Rate mentioned in quotation should be inclusive of all incidental charges, miscellaneous charges, taxes etc.
- (v) It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the currency of Annual Contract.
- (vi) Both the separate sealed cover containing the Technical bid and Financial bid should be kept in another bigger sealed cover superscribed as "Quotation for supply of printed AYUSH Wall Calendar 2015".

  
 9/12/14  
 (H.O. Kaushik)  
 Administrative Officer (Admn)  
 For Director General

## CHECK LIST FOR 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 (Rs. 25,000/-)  |                         |                 |
| 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.     | Self-undertaking in r/o not being blacklisted   |                         |                 |
| 8.     | Sample of Papers as mentioned in Technical Bids   |                         |                 |

It is certified that our firm has not been blacklisted by the Govt./Semi.Govt. Office/ Organization.

SIGNATURE AND SEAL OF AUTHORIZED SIGNATORY

Annexure-II

FINANCIAL – BID

“QUOTATION FOR SUPPLY OF PRINTED AYUSH WALL CALENDAR 2015”

| S. No. | Supply of printed AYUSH wall calendar 2015 as per specifications in NIT | Rate for 16,000 copies | Rate for subsequent 500 copies |
|--------|---|------------------------|--------------------------------|
| 1.     | Supply of printed AYUSH wall calendar 2015.                             |                        |                                |
|        | Taxes if any  |                        |                                |
|        | Total   |                        |                                |

SIGNATURE AND SEAL OF AUTHORIZED SIGNATORY

